**Essential Information**

for Schools visiting Monkey Forest

# Arrival

Monkey Forest has its own car park and there is ample room for coaches. There are no roads to cross to the entrance kiosk. Monkey Forest opens at 10.00 am.

# Kiosk and payment

When you arrive at the kiosk inform the member of staff how many students and adults are in your school group. There is one free member of staff for every 10 students. Payment is to be made on the day of the visit by cash, card or cheques payable to Trentham Monkey Forest Ltd. A till or paper receipt will be issued upon payment as an invoice.

**If the school would like to pay after the visit, a £10 administration fee will be added to the invoice.**

# Reentry to Monkey Forest

If any member of your party needs to leave Monkey Forest and wished to come back later in the day (to get packed lunches from the coach etc), they need to call into the Jungle Shop to obtain a reentry wristband. Each person that wants to leave and reenter must go to the Jungle Shop as a member of Monkey Forest staff needs to put the wristband on each person’s arm. This will ensure that you do not have to repay when entering again at the kiosk.

# Packed lunches

We advise you leave packed lunches on the coach and then get them when needed. If your coach cannot stay at Monkey Forest there are two large green containers beside the classroom (behind the video room) that packed lunches can be put in before entering the enclosure  there are no locks on the containers and we therefore advise that no valuables are left.

Monkey Forest has an undercover area and a picnic area for packed lunches. These areas cannot be reserved but work on a first come first serve basis. If it is raining, and there is no space under the undercover area, the education team will arrange something  we won’t leave children to eat in the rain.

# Toilets

The toilets are situated to the left of the café, and we advise that all students go to the toilet before entering the enclosure, as there are no toilets inside.

# Monkey Forest Self led Visit

There are support materials for teachers on self led visits. If you cannot download these from our website please contact our education department who will be happy to send them to you. **All students under the age of 15 must be accompanied by an adult at all times at ensure they adhere to the rules.** There are guides along the path to give information and there is a feeding talk at ¼ past every hour.

# Monkey Forest Education Led Visit

If the school has an educator for an hour of their visit please ensure that you meet at the designated time in front of the Monkey Forest office – lateness may result in a shortened visit if there is a school group after yours. Although the education team will lead the lesson, please make sure that all teachers, and supporting staff, ensure the students adhere to the rules at all times. Please ensure that all the children have stored their bags and gone to the toilet prior to meeting the educator to ensure the full benefit of the time in the forest – younger children may need a small snack before going in the forest as there is no eating in the monkey enclosure.

Thank you we look forward to your visit – Monkey Forest education team

# Monkey Forest

# Risk Assessment Guidelines

Monkey Forest is aware that schools/groups require a risk assessment to be carried out before they visit an area. Below we have put together a series of guidelines that show how groups and Monkey Forest can work together to ensure that everyone has an enjoyable and educational visit.

**Teachers are reminded that a free pre-visit ticket is available by telephoning the education department at Monkey Forest to conduct their own risk assessment.**

1. **Hazard and Risk -** Close contact with monkeys resulting in a bite or scratch

**Control -** *Teachers/Group leader responsibility* - Monkey forest insists on at least an arms length distance is kept from the monkeys at all times. Explain suitable behaviour around wild animals prior to visit – Do not touch, run towards, corner or make loud noises in the park. Ensure nobody eats in the park or tries to feed the monkeys.

**Control -** *Monkey Forest responsibility* - The rules and regulations of the park are reiterated before entry to the park.Guides are situated along the path to remind visitors of the rules and regulations.

1. **Hazard and Risk -** Contact with monkeys resulting in a bite or scratch **Control -** *Teachers/Group leader responsibility* – Teachers/group leaders are responsible for the conduct of their group at all times and should ensure that they are aware of the rules and regulations.

**Control -** *Monkey Forest responsibility –* The rules and regulations of the park are reiterated before entry to the park.Guides are situated along the path to remind visitors of the rules and regulations.

1. **Hazard and Risk -** Monkey dropping around the park - people touch.

**Control -** *Teachers/Group leader responsibility* – ensure the group are aware to stay on the designated paths and not to pick up anything from the ground

**Control -** *Monkey Forest responsibility* – The path is cleaned of droppings each morning and guides continuously monitor and remove droppings throughout the day. Washbasins are situated in the classroom and the toilets.

1. **Hazard and Risk -** Lost children in the park – cannot find

**Control -** *Teachers/Group leader responsibility* – ensure an adequate number of responsible adults are present to supervise children. Inform everyone that the designated paths are to be kept to. Arrange lost meeting point. Advice children to go to a park guide if they become separated

**Control -** *Monkey Forest responsibility* – staff are situated to ensure people keep to the designated paths and are trained to deal with lost children. All staff are approachable for help, and most staff carry radios to communicate with management and other areas of the park.

1. **Hazard and Risk -** Lost property

**Control -** *Teachers/Group leader responsibility* – Children should label all property they bring to the Monkey Forest.

**Control -** *Monkey Forest responsibility* – All lost property is collected at the entrance kiosk

1. **Hazard and Risk -** Lack of access to amenities by disabled/special needs visitors **Control -** *Teachers/Group leader responsibility* – make staff aware of any special needs requirements when booking a visit.

**Control -** *Monkey Forest responsibility* – Wheelchair access in the park, disabled toilet, **ramp available for wheel chair access to classroom**. Classroom sessions are adaptable to the special needs of each group.

## 7. Hazard and Risk - Fire

**Control -** *Teachers/Group leader responsibility* – Inform a member of staff, and then follow their direction.

**Control -** *Monkey Forest responsibility* – Staff are trained in fire and evacuation procedure.

8. **Hazard and Risk -** Medical assistance needed

**Control -** *Teachers/Group leader responsibility* – anyone on regular medication should carry it with them or get a supervisor to store all medication and know how to administer it. Inform a member of staff if a member of your group is unwell and in need of medical assistance. **Control -** *Monkey Forest responsibility* – First aid is available at the Monkey Forest office. First aid boxes are available throughout the site. Staff can request an ambulance at any time. All areas of the park have ambulance access.

## 9. Banana café

**Control -** *Teachers/Group leader responsibility* – People with food allergies may prefer to bring their own food (only food purchased in the café is to be eaten on the café premises). There is a picnic area at the park and an under covered seating area.

**Control -** *Monkey Forest responsibility* – The Banana café adheres to health and safety regulations – **packed lunches can be made for group parties with prior arrangement**

## 10. Jungle shop

**Control -** *Teachers/Group leader responsibility* – children must be supervised when in the shop **Control -** *Monkey Forest responsibility* **– School goody bags can be made up on request to avoid the need for children to visit the shop – please ask for details when booking**

## 11. Toilets

**Control -** *Teachers/Group leader responsibility* – Inform group where the toilets are situated – between the video room and the Banana Café entrance. The area also contains baby changing facilities, disabled toilet, and handwashing facilities.

**Control -** *Monkey Forest responsibility* – areas are cleaned regularly.

## 12. Picnic Area

**Control –** *Teachers/Group leader responsibility* – Inform group where the picnic area is – when you enter the park turn left after the fence. Please ensure area is left as you find it. **Control –** *Monkey Forest responsibility –* area is cleaned regularly.

## 13. Playgrounds

 **Control** – *Teachers/Group leader responsibility* – Children must be

 Supervised at all times when on the playgrounds

 **Control** – *Monkey Forest responsibility*–Ensure playground is safe & clean

Trentham Monkey Forest

**Park Rules**

* Touching monkeys is strictly prohibited

* Keep at least an arms length distance from monkeys at all times

* No Running

* No Shouting

* Stay on the path

* Children under the age of 15 must be supervised at all times

* No loose or uncovered food in the park

* No food, drink or chewing gum to be eaten in the monkey enclosure

# No Smoking

**Trentham Monkey Forest Map**

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