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| **Congratulations on your research project approval at Blair Drummond Safari Park**  You are hereby permitted to undertake this research as part of your further education. This research will take place between 17/06/22……… (Date) and …31/08/22…………………………. (Date).  This pack contains information you'll need to know prior to your starting your research, what is expected of you during your time with us and a disclaimer form we'll need you to sign before you start. |

1. **Essential Information**

**1.1 Hours of Work**

You are permitted access to the Safari Park for research purposes between the hours of 8.30 and 17.30. . This may vary throughout the season. There is no contract of employment between Blair Drummond Safari Park and researchers. You do not have any rights under employment protection legislation.

**1.2 Pay**

Research is unpaid.

You are entitled to claim reasonable expenses on the presentation of evidence in the form of receipts in line with our expenses protocol, which will be explained to you.

**1.3 Clothing**

Researchers should wear suitable outdoor clothing, sturdy footwear or wellies. Waterproof clothing is advised. The park will provide a high visibility vest identifying you as a researcher.

**1.4 Getting To And From The Park**

You must make your own way to and from the park. If you do not have your own transport, bus services are available from Stirling. Please check *www.firstgroup.com* for bus routes and timetables.

**1.5 On Initial Arrival Before Beginning Your Project**

The main entrance gates may be closed. If so, take the road to the right-hand side for approximately 50 metres, turn left over a small bridge then turn right. Please report to the Wardens’ Office, next to the Ticket Office, and request to speak to a member of the department where you will be carrying out your project.

**1.6 Before You Start Your Data Collection**

Researchers may require an induction or some basic training. If so, you will be advised of this beforehand by the Research Coordinator. You must review the risk assessment and sign the declaration before commencing your project. All researchers are recommended to have an up to date Tetanus vaccination. We also recommend that you have an up to date Hepatitis B vaccination.

**1.7 Signing In**

All researchers must check in at the Wardens Office each time they arrive and sign in using the folder found on the front desk. Please sign this at the start and end of each day you are attending the park.

**1.8 Driving in the Park**

Please note that the speed limit is 15mph at all times. During the open season, the one-way system is enforced and you will be required to drive around the park in an anti-clockwise manner.

*Researchers are not permitted to drive any park vehicles*.

**2.0 What is expected of you**

**2.1 Working with animals**

**2.1.1 Follow Keeper Instructions**

For Health and Safety purposes you will be allocated a supervising keeper. Researchers must adhere to the instructions of the keeper whose supervision they are under.

Researchers are not permitted to enter any animal house, section, yard or area without supervision and permission of the supervising keeper.

**2.1.2 Follow Rules within Animal Sections**

The animals in the park are ***wild animals***; they may hurt or potentially kill you if you are careless. Do not attempt to touch any of the animals in the park unless you have been given permission by the supervising keeper.

Each department has different working and safety procedures. Researchers will be made aware of them at the start of their project. If you are unsure of correct procedures, ask your supervising keeper.

**2.1.3** **Ensure you are Physically Capable**

Any medical issues must be brought to our attention prior your placement commencing.

**2.2 Interacting with the Public**

**2.2.1 Be Polite & Friendly**

During the open season researchers may be required to interact with visitors. Please act in a friendly and helpful manner.

**2.2.2 Ask Keepers for Help**

Irate customers, or persons suspected of being under the influence of drink or drugs must only be dealt with by a Senior Park Warden. If you are asked a question by a visitor and don’t know the answer, please direct them to your supervising keeper. If you see visitors harming animals or climbing over stand-off barriers, report this immediately to your section’s supervisor.

**2.3 Health and Hygiene**

**2.3.2** **Wash Your Hands Regularly**

Wash your hands frequently and especially before eating.

It is only permitted to smoke in designated staff smoking areas.

**3.0 Health & Safety**

Full policy and procedures are available from the Wardens Office, Research Department or Health & Safety.

**3.1 Responsibility for Health & Safety**

When undertaking your research at the Safari Park, you have a responsibility to keep both yourself and others safe.

You must report any concerns that you have which may lead to a safety issue.

If you notice anything amiss, broken, faulty, sub-standard or potentially dangerous, please report it to the supervising keeper. Please make the supervisory keeper aware of any concerns you have should you think any animals are sick or injured.

You are responsible for acting and conducting your research in a safe manner. Your actions while you undertake your research  must never put other people at risk. If you are found to be under the influence of alcohol or drugs during your placement you will be dismissed.

**3.2 Accident / Incident Reporting**

Any accidents to staff, work placement students, researchers or visitors must be reported. Accident books are situated at the Wardens Offices and in the First Aid Room.

**3.3 Escaped Animal**

If an Animal Escape situation happens, a ‘LINE ONE’ call will come over the radio. Move to a safe area - inside a building or vehicle with all doors and windows locked. Remain in the safe area until the ‘All Clear’ is given by the operations manager.

If you see an animal escape, or other serious situation, raise the alarm by calling ‘LINE ONE’ if you have been issued a radio or immediately tell a member of staff.

**3.4 Fire**

Upon discovering a fire: Remain calm. Raise the alarm. Get yourself out of the building. Stay out.

Follow the instructions of keepers or senior staff members.

In park buildings, never block a fire exit door or route – e.g., by leaving equipment or materials in the way.

**3.5 Lost Child**

During the season children often become separated from their parents. If a parent asks for assistance to find a lost child, you must immediately contact a senior member of staff to assist. Follow the instructions of senior staff members as required when involved in a lost child incident.

**3.6 Bullying / Harassment**

If you encounter any problems of this nature, please raise the matter with the HR Manager, Operations Manager, or Operations Supervisor.

If you are responsible for any such behaviour, you will be asked to leave.

**3.7 Contact Information**

You may be provided with a radio while on site. This must be used responsibly – remember, it is an open channel which can be heard by all park staff and may be heard by members of the public.

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| **Department:** | **Contact Number:** | **Email:** |
| **Wardens’ Office** | 01786 843 102 | dave.warren@blairdrummond.com |
| **HR Manager** | 01786 843 101 | emily.boyd@blairdrummond.com |
| **Health & Safety** | 07851 670 172 | safety@blairdrummond.com |

**4.0** **Researcher Declaration**

Fill in all sections below to state that you have received, read, and understood the information.

Only sign if you fully understand the arrangements, obligations, and responsibilities.

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| **4.1 Your Details** | | | |
| **Your Name:** | **Alana Grant** | **Date of Birth:** | **20/11/00** |
| **Email Address:** | **2390384G@student.gla.ac.uk** | **Phone:** | **07716706505** |
| **Home Address:** | **0/1 61 Avenue parkstreet** | **Postcode:** | **G20 8LN** |
| **Medical Condition(s):** | *Do you have any allergies or any medical conditions which we should be aware of? No* | | |

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| **4.2 Emergency Contact Details** | | | |
| **Contact Name:** | **Uma Benard** | **Relationship:** | **Flatmate** |
| **Home Address:** | **0/1 61 Avenue parkstreet** | **Postcode:** | **G20 8LN** |
| **Phone:** | **07340992780** | | |

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| **4.3**  **Confirmation** | | | | |
| *Initial and date when you have read & understood all Researcher Information.*  *Section 4.0 to be given to relevant Head of Section signed off and retained by them.* | **Your Initials** | **Date** | **Section Head Initials** | **Date** |
| **1.0 Essential Information** | **A AG** | **17/06** |  |  |
| **2.0 What is Expected of You** | **AG** | **17/06** |  |  |
| **3.0 Health & Safety** | **AG** | **17/06** |  |  |
| **Document*: ARA-RES-001*** ***Researcher Assistant Risk Assessment*** | **AG** | **17/06** |  |  |

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| **4.4 Your Declaration** | |
| *Read the below statements. Initial that you agree to each.* | **Your Initials** |
| I understand that my research is unpaid | **AG** |
| I shall adhere to confidentiality and protect the reputation of BDSP and its staff | **AG** |
| I will not upload images of my research to social media without consent from BDSP | **AG** |
| BDSP reserves the right to refuse or terminate research programs, or to ask any researcher to leave | **AG** |
| I understand what to do in the event of an escaped animal | **AG** |
| I understood what to do in the event of a fire | **AG** |
| I will not use any equipment or electrical device without relevant permissions | **AG** |
| I will not touch any animal without relevant permissions | **AG** |
| I will not enter any enclosure without relevant permissions | **AG** |
| I will not drive any park vehicles without relevant permissions | **AG** |
| I know who to ask if I have questions or need further guidance | **AG** |

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| **4.5 Final Sign-off** | | | |
| *Sign the below only when all sections of the above has been completed. The researcher may not start until this document is fully signed.* | | | |
| **Your Name:** | **Alana Grant** | **Responsible Person:** |  |
| **Sign:** |  | **Sign:** |  |
| **Date:** | **17/06/00** | **Date:** |  |