

## **RISK ASSESSMENT GUIDANCE FOR CAMERA TRAP LOAN**

This risk assessment is a guidance sheet providing a general outline of potential risks and controls identified. It is strongly recommended that all organisers borrowing a camera trap from Colchester Zoological Society (CZS) carry out their own risk assessment before utilising the camera traps with pupils. Provided resources and activities have been designed to support learning during class time or at school clubs. However, they do not factor in risks inherent to specific school sites, or pupils working with the camera traps.

### **1. INTRODUCTION**

#### **Teacher/Leader Responsibilities:**

Teachers are responsible for ensuring the safe, sensible, and secure use of the camera trap equipment and for following all provided instructions correctly. Teachers will be supplied with detailed guidance on the configuration and placement of the camera trap devices and are responsible for implementing this guidance appropriately.

Teachers are responsible for supervising pupils and managing pupil behaviour when using the camera traps. This includes oversight during physical activities such as setting up and retrieving camera traps, and consideration of site-specific risks. Depending on the school location, this may include ground conditions, the presence of water, weather conditions, and other environmental factors.

Teachers are responsible for the management of all data collected using the camera traps, including the secure storage, appropriate use, and protection of any data involving pupils.

Teachers are responsible for ensuring that all personal data and images are securely deleted from the camera traps prior to their return to CZS.

#### **Zoo Responsibilities:**

CZS is responsible for supplying functioning camera trap equipment. All camera traps will be tested prior to posting to ensure they are in working order. Camera traps will be sent via Royal Mail Special Delivery to ensure safe and timely delivery. CZS will provide return postage labels, and schools are expected to use the original packaging for return. If the original packaging is lost or damaged, the school will be responsible for ensuring the equipment is securely packaged and returned safely.

CZS will provide guidance on the safe, sensible, and secure use of camera trap equipment. This includes written operating instructions and the opportunity for teachers to seek advice or support throughout the loan period.

CZS requires schools to securely delete all data from camera traps before returning them. CZS will also ensure that all data is deleted before camera traps are issued to the next school, preventing the transfer of data between participating groups.

## 2. RISK ASSESSMENT

Risk Identification	Risk Level	Existing Controls
Slips, trips and falls	Low	<ul style="list-style-type: none"> <li>Teachers are advised to position camera traps in a safe location</li> <li>Students should be discouraged from attempting to explore any location which may be dangerous in any way</li> <li>Teachers are advised to supervise students where necessary when navigating the location of the camera trap device</li> <li>Camera traps must be located within school grounds, in secure locations</li> </ul>
Cuts and scrapes	Low	<ul style="list-style-type: none"> <li>Teachers may wish to instruct students to wear gloves during the set-up procedure</li> <li>Teachers are advised to supervise students where necessary when navigating the location of the camera trap device</li> </ul>
Damage to equipment	Low	<ul style="list-style-type: none"> <li>CZS will ensure that all equipment is in acceptable working order before distribution</li> <li>Instructions will be provided for teachers to ensure that the device is used correctly</li> <li>Instructions are provided for correct securing of equipment and schools must locate them within school grounds in secure locations</li> <li>Teachers should encourage safe and sensible use and handling of the camera trap</li> <li>The camera trap should be stored in its box when not in use</li> <li>CZS 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</li> <li>Teachers should report any damages to CZS</li> </ul>
Theft of equipment	Low	<ul style="list-style-type: none"> <li>Teachers are advised to position the camera trap in a secure location, on school grounds where possible, to ensure security of the device</li> <li>Instructions will be provided for teachers to ensure that the device is secured correctly</li> </ul>
Data breach	Low	<ul style="list-style-type: none"> <li>Teachers are responsible for deleting all data from the SD card before the camera trap is returned to the zoo</li> <li>CZS will ensure that SD cards are blank before being issued to schools, to prevent the transfer of data between schools</li> <li>Camera traps store images locally on SD cards; they are not Wi-Fi or Bluetooth enabled and have no capability to upload, transmit, or remotely distribute images or other data</li> </ul>