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## Qualification Specification

### Highfield Level 4 Award in Health and Safety in the Workplace (RQF)

Qualification Number: 600/1953/0

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## Highfield Level 4 Award in Health and Safety in the Workplace (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

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### Qualification regulation and support

The Highfield Level 4 Award in Health and Safety in the Workplace (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

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### Key facts

<b>Qualification number:</b>	600/1953/0
<b>Learning aim reference:</b>	60019530
<b>Credit value:</b>	6
<b>Assessment method:</b>	Written examination and externally set and marked activities
<b>Guided learning hours (GLH):</b>	40
<b>Total qualification time (TQT):</b>	55

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### Qualification overview and objective

The objective of the qualification is to support a role in the workplace.

This qualification is aimed at supervisors and managers with a direct responsibility for health and safety management. The qualification is intended for learners already working in the capacity of supervisor or manager and those who are preparing to start work at this level.

Learners gaining this qualification will know that supervisors and managers have legal and moral obligations to ensure health and safety within a business and that this includes obligations to employees, contractors, visitors and suppliers. Its subject areas are regarded by the Health and Safety Executive as being important to developing safe working procedures in the workplace.

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### Entry requirements

To register for this qualification, learners are required to be 16 years of age or above.

It is recommended that learners already possess a Level 3 Health and Safety qualification and it is advised that learners have a minimum of Level 2 in literacy or equivalent.

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## Guidance on delivery

The total qualification time for this qualification is 55 hours and of this 40 are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

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## Guidance on assessment

This qualification is assessed in two parts:

### Part 1: Learners are expected to undertake the following activities:

- Undertake a risk assessment
- Construct a safe system of work

These activities should be completed during the course and do not need to be in examination conditions. Guidance for completion of part 1 is contained within the Tutor and Assessor Support Pack which is available to download from the Highfield Qualifications website. Suggested forms are contained in a Learner Pack, but are also available to download from the Highfield Qualifications website. Once complete, the assessor (usually the same person as the course tutor) will mark the work. This part of the assessment will be subject to external moderation by Highfield. Only once moderation has taken place will the learner's final result be confirmed. Guidance on external moderation is contained within the Tutor and Assessor Support pack.

### Part 2: Written examination - total duration 3 hours

The examination will take the form of a written case study and learners must answer the questions set in relation to the case study provided in the exam paper. Learners will not have access to this case study in advance of the examination and may be tested on a sector area with which they are not directly familiar. Learners will be asked to apply their knowledge on the subject of health and safety and will not be expected to demonstrate an understanding of the specific operations of the business outlined in the case study.

Successful learners will have to demonstrate knowledge and understanding across the qualification unit and achieve a pass mark of 60%. Learners will achieve a Merit grade at 70% and a Distinction grade at 80%. Completed examination papers should be returned to Highfield for marking and results will then be provided to the Centre afterwards.

**Part 1 must be sent to Highfield at the same time as the examination paperwork is returned for the assessments to be more efficiently processed.**

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed.

Learners must achieve a pass in both assessment parts to achieve the qualification.

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### Assessment Pack:

Learners may use the example forms provided by Highfield within the Assessment Pack which is available to download from the Highfield website. These suggested forms are not mandatory, with the exception of the following **which must be used**:

- Form 1: *Practical Assessment Summary*; and,
- Form 2: *Risk Assessment Cover Sheet*

Guidance on alternative, acceptable documentation can be found with the Tutor Assessment Guidance Pack available to download from the Highfield website. **Alternative paperwork should be approved by Highfield before centres start to use it.**

### Tutor Assessment Guidance Pack:

For full guidance on the risk assessment and safe system of work activities, please refer to the tutor and assessor support pack. Guidance on external moderation procedures for this activity is also found within this document.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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## Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements

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## Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

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## Tutor requirements

Highfield Qualifications recommend nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification, or have experience, which could include any of the following:
  - Highfield Level 4 Award in Health and Safety in the Workplace (RQF)\* or equivalent;
  - NEBOSH National General Certificate in Occupational Safety and Health or above;
  - HNC/D in a related subject;
  - Proof of at least 30 hours delivery of health and safety qualifications listed above

- hold a recognised teaching qualification, or have experience, which could include any of the following:
  - Highfield Level 3 Award in Delivering Training (RQF)
  - Highfield Level 3 International Award in Delivering Training (IADT)
  - Level 3 Award in Education and Training, or equivalent
  - Certificate in Education or above;
  - Level 3 NVQ in training and/or development or above; or
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

\*All tutors will be assessed on an individual basis. Applicants should be prepared to provide statements of competence, a verifiable teaching history of higher level health and safety qualifications as well as references if deemed to be required.

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### Assessor requirements

The assessor will be required to internally assess the risk assessment and safe system of work activities. This role is usually carried out by the same person in the role of nominated tutor.

Highfield requires that assessors of this qualification hold a qualification in the relevant subject area as specified in the 'nominated tutors' section above. It is not a requirement that assessors of this qualification hold a formal assessing qualification, however it is recognised as good practice.

Assessors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

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### Internal quality assurance (IQA) requirements

It is recommended that centres have internal quality assurance processes in place to ensure the internally set and assessed pieces of work meet the correct standard. There is no formal requirement for IQAs to be part of the assessment process for this qualification however it is recognised as good practice and is encouraged by Highfield.

Highfield require that IQA officers of this qualification hold a qualification in the relevant subject area as specified in the nominated tutors section above. It is not a requirement that IQA officers of this qualification hold a formal IQA qualification, however it is recognised as good practice.

It is not a requirement for IQA officers to be involved in the assessment of this qualification however it is recognised as good practice and is encouraged by Highfield.

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

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## ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.**

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## Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Level 4/5 Occupational health and safety qualifications
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## Useful websites

- [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield Qualifications)
  - [www.highfield.co.uk](http://www.highfield.co.uk) (Highfield Products)
  - [www.hse.gov.uk](http://www.hse.gov.uk) (Health and Safety Executive)
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## Recommended training materials

The following resources have been reviewed by Highfield Qualifications and are recommended training materials for users of this qualification.

- Health and Safety for Management, Stranks, J. Highfield Products
  - Advanced Health and Safety Presentation, Trasler, K. Fisher, I. Highfield Products
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## Appendix 1: Qualification structure

To complete the **Highfield Level 4 Award in Health and Safety within the Workplace (RQF)**, learners must complete the 1 mandatory unit below:

Unit reference	Unit title	Level	GLH	Credit
A/602/5671	Health and Safety in the Workplace	4	40	6



## Appendix 2: Qualification content

**Unit 1: Health and Safety in the Workplace**

Unit number: A/602/5671

Credit: 6

GLH: 40

Level: 4

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1 Understand the duties and responsibilities of employers, employees and others in relation to health and safety at work	1.1 Outline the way in which health and safety law is applied in the United Kingdom 1.2 Explain the duties and responsibilities of employers, employees and others in relation health and safety at work 1.3 Explain the potential cost and effects of poor health and safety standards 1.4 Explain the role of training, maintenance and workplace layout in reducing risks
2 Understand the process by which health and safety is managed in an organisation	2.1 Explain the role of health and safety policies in managing health and safety 2.2 Explain methods to ensure employers and employees communicate and co-operate on health and safety issues effectively 2.3 Explain the role of risk assessments and safe systems of work in the management of health and safety 2.4 Describe management and audit processes and documentation used to maintain and improve health and safety standards 2.5 Outline sources of information and instructions on health and safety and where they are found
3 Understand procedures for developing and implementing risk assessment	3.1 Outline procedure for the development, implementation and recording of risk assessments 3.2 Construct risk assessments for a range of tasks and procedures, such as manufacturing/construction tasks, substances hazardous to health, general hazards of the working environment

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
4 Understand procedures for developing and implementing safe systems of work	4.1 Outline procedure for the development, implementation and recording of safe systems of work 4.2 Construct a safe system of work for a range of tasks and procedures, such as manufacturing/construction tasks, substances hazardous to health, general hazards of the working environment
5 Know how to review health and safety across an organisation	5.1 Explain procedures for reviewing an organisation's practices and policy with regards to health and safety at work 5.2 Explain the principles of incident investigation 5.3 State how changes can be implemented following a review of risk assessments, safe systems of work and incidents

### Additional assessment guidance/requirements

It is important to lay the foundations of health and safety early in the course to then go on to apply this theory to real, workplace examples. The content below has been split into five sections. The first four outline the principles of health and safety and relate directly to the unit. The last section outlines important areas that learners should be taught when applying the theory to real examples. Centres may wish to increase this section depending on the needs of the learners they are teaching.

### Core Health and Safety topics

#### Health and safety law

Learners will understand the duties and responsibilities of employers, employees and others

#### 1.1 The way health and safety law is applied in the UK

- Sources of health and safety law in the UK:
  - criminal law
  - civil law
  - EU Directives
- Court hierarchy and procedures for criminal cases, civil actions and appeals
- The concept of Vicarious Liability
- The Corporate Manslaughter and Corporate Homicide Act 2007 and Corporate Liability
- Enforcement powers and penalties
  - prohibition notices
  - improvement notices
  - legal proceedings
- The requirement for competent persons
- Approved Codes of Practice (ACOPs) and Guidance
- Appeal procedures
- Employer liability insurance
  - purpose
  - offences
  - penalties

- 1.2 The duties and responsibilities of employers, employees and others in relation health and safety at work under UK Health and Safety law
- The duties and responsibilities of individuals and organisations under UK health and safety law
  - The main duties and responsibilities of the **Health and Safety at Work etc. Act 1974** for employers, contractors, manufacturers and designers
    - sections: 2, 3, 4, 7, 8 and 37
  - Levels of duty:
    - absolute
    - practicable
    - reasonably practicable
- 1.3 The potential cost and effects of poor health and safety standards
- costs of poor health and safety standards
  - benefits of good health and safety standards
  - moral, legal and financial aspects

### **Management of health and safety**

**Learners will understand the process by which health and safety is managed in an organisation**

- 1.4 The role of training, maintenance and workplace layout in reducing risks
- Effective staff training
  - Competence of staff
  - The main requirements for a safe workplace as required by the **Workplace (Health, Safety and Welfare) Regulations**:
    - welfare amenity provision
    - the organisation of the workplace
    - safety signage
    - floors and traffic routes
    - structural safety and maintenance
    - temperature, ventilation and lighting
- 2.1 The role of health and safety policies in managing health and safety
- Safety policy and the elements of a policy including:
    - the statement of intent
    - the organisation to make the policy effective
    - the arrangements for putting the policy into practice
  - **Management of Health and Safety at Work Regulations**
    - **regulation 5**
    - how this Regulation is put into practice in the workplace
    - contents of a health and safety management system
- 2.2 Methods to ensure employers and employees communicate and co-operate on health and safety issues effectively
- Improve and establish good H&S culture
    - consulting
    - communication
    - training

- information
- Behavioural safety
- Toolbox talks and staff training
- Emergency procedures
- Communication methods
- Barriers to communication

1.4 Management and audit processes and documentation used to maintain and improve health and safety standards

- The 4 Cs: control, cooperation, communication, competence
- Refer to HSE guidance on management processes, such as **HSG 65 Plan, Do, Check, Act**, but have an appreciation that there may be other systems that businesses can use
- Regulations for the Consultation of Employees
- Documentation and record keeping within a health and safety management system • Permits to work

1.5 Outline sources of information and instructions on health and safety and where they are found

- Advice and guidance sources in order to comply with health and safety legislation including:
  - HSE website
  - HSE books
  - approved codes of practice
  - guidance notes
  - industry associations
  - trade unions
  - risk assessments

1.1 Explain procedures for reviewing an organisation’s practices and policy with regards to health and safety at work

- Safety monitoring techniques including:
  - inspections
  - audits
  - checklists
  - health surveillance
- Proactive strategies – safety monitoring, safe workplace, equipment, processes, systems of work, access, supervision, training and behaviour
- Reactive strategies – feedback from accidents (statistics, implement safe systems after accidents), emergency planning, complaints from employees

**Risk assessments and safe systems of work**

**Learners will understand procedures for developing and implementing risk assessments and safe systems of work**

2.3 The role of risk assessments and safe systems of work in the management of health and safety

- Familiarity with the terms risk, risk assessment, hazard, danger, risk variables and control measures
- Risk control hierarchy
- The requirements of the Management of Health and safety at Work Regulations for risk assessment
- The purpose of a risk assessment
- Typical types of risk assessment o
  - quantitative

- qualitative
- dynamic
- The requirement to implement the findings of a risk assessment
- The legal requirement for specific risk assessments relating to new or expectant mothers or young persons

3.1 Procedures for the development, implementation and recording of risk assessments • The term 'suitable and sufficient' and 'significant findings' with regard to a risk assessment

3.2 Construct risk assessments for a range of tasks and procedures, such as manufacturing/construction tasks, general hazards of the working environment

4.1 Procedures for the development, implementation and recording of safe systems of work (method statement or standard operating procedures)

4.2 Construct a safe system of work for a range of tasks and procedures, such as manufacturing/construction tasks, general hazards of the working environment

### Accidents and incidents

#### Learners will know how to review health and safety across an organisation

- 5.2 Explain the principles of incident investigation
- Practical accident investigation
  - Causation factors:
    - environmental
    - occupational
    - human
    - organisational
  - Root cause analysis
  - The requirements of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**
  - The objectives and possible outcomes of accident investigations.

- 5.3 State how changes can be implemented following a review of risk assessments, safe systems of work and incidents
- The requirement for regular review of risk assessments as part of a health and safety management system
  - The use of accident statistical data
  - **The Health and Safety (First Aid) Regulations** and its application

### Specific Health and Safety Topics

The following sections outline specific health and safety areas that should be taught drawing on each of the core areas outlined in the four sections above: the law; management; risk assessment; and accident/incident investigation and review.

The areas in the sections below have been chosen as they apply to most workplaces. Centres may wish to draw upon other specific areas in addition as appropriate for the learners they are teaching. The areas outlined below may be tested in the Highfield examination.

## Health and Safety Topics

- **Fire safety** and the prevention of fire, utilising:
  - fire risk assessment and the requirements of the **Regulatory Reform (Fire safety) Order 2005**
  - duties of the 'responsible person' and fire safety inspections
  - main fire hazards and risks
  - fire precautions
  - enforcement procedures
  - fire safety training
  - the principles of combustion, classification of fires, heat transmission and the causes of fires
  - fire spread and how this can be controlled
- The principles of **electrical safety**
  - the general principles of the Electricity at work regulations and the duties imposed by it
  - the hazards from electricity and risk assessment with regards to premises, equipment and tasks
  - examples of protection and prevention measures o maintenance and inspections
  - earthing
  - circuit breakers
  - earth leakage circuit breakers (residual current devices)
  - reduced voltage
  - 'portable electrical appliances' and risk
- The main requirements of the **Provision and Use of Work Equipment Regulations (PUWER)** with regard to:
  - duty holders
  - suitability
  - maintenance
  - inspection
  - information, instruction and training
  - specific risks
  - guarding
  - supply laws
  - declaration of conformity
  - CE marked
- **Lifting Operations and Lifting Equipment Regulations (LOLER)**
  - application
  - markings
  - examination and testing requirements
- **The Manual Handling Operations Regulations**
- The legal requirements and duties imposed, the risks posed by manual handling activities by focusing on factors outlined in the schedule attached to the regulations:
  - the task
  - the load
  - individual capability
  - the environment
- **Work at Height Regulations**
  - definition
  - organisation and planning
  - avoidance of risk

- selection of equipment
- COSHH
  - **Control of Substances Hazardous to Health Regulations**
  - EU Regulation Registration, evaluation, authorisation and restriction of chemicals (REACH)
  - classification, labelling and packaging of substances and mixtures (CLP) Regulations
  - assessment and reduction of health risks posed by hazardous substances by:
    - preventing or controlling exposure
    - implementing control measures
    - maintaining, examination and testing of control measures
    - monitoring exposure at the workplace
    - health surveillance and maintaining records
    - information, instruction and training for those who may be exposed
    - emergency procedures
  - the principles of toxicology to include:
    - effects of exposure to toxic substances
    - routes of entry of toxic substances
    - forms taken by a hazardous substance
    - classification of hazardous substances and their health effects
    - material safety data sheets
    - workplace exposure limits
- Control of Asbestos Regulations
  - duty to manage asbestos
  - notifiable work
  - licensed work
  - non-licensed notifiable work
  - health effects
- The causes of occupational diseases and conditions including:
  - physical
  - chemical
  - biological
  - work-related musculoskeletal disorders (MSD)
- **Legionella** growth in water systems increasing the risk of Legionnaires' disease
  - duty holder's responsibilities
  - responsible person and appointed deputy's responsibilities
  - managing the risk (preventing or controlling risk)
  - health effects
- **Drugs, alcohol and lifestyle initiative**
- **Stress**
  - the risks to health from stress
  - the legal requirements to risk assess and prevent stress in the workplace
  - hse guidance
- **Violence at work**
  - causes
  - prevention strategies
- The legal requirements and duties of the Personal Protective Equipment at Work Regulations and accompanying guidance note with regard to:
  - the selection, compatibility and provision of PPE
  - classification of PPE
  - assessment of PPE

- maintenance and accommodation of PPE
  - information, instruction, supervision and training of employees
- The legal requirements and duties imposed by the **Health and safety (Display Screen Equipment) Regulations**. Risk assessment and risks reduction. Including:
  - workstations
  - equipment
  - environment
  - interface between equipment and user
  - information, instruction and training
  - the risks to health from the prolonged use of DSE
- The factors that must be considered in an **ergonomics** based approach to health and safety at work including:
  - the human system
  - environmental factors
  - person-machine interface
  - the task
  - design ergonomics
- **Construction Design and Management Regulations**
  - the role of the duty holders
  - client
  - designer
  - principal contractor
  - contractors
  - workers
  - maintenance repairs
- **Control of Vibration at Work Regulations**
  - prevention of exposure
  - health effects
- **Control of Noise at Work Regulations**
  - noise measurement
  - action values
  - noise control strategies
  - hearing protection
  - health surveillance
  - information, instruction, training and supervision
- Confined Spaces
  - definition (**The Confined Spaces Regulations**)
  - avoid entry, assess the risk if unavoidable
  - implement safe system of work and emergency procedures





Highfield EXAMINATION



Exemplar

# Highfield Level 4 Award in Health and Safety in the Workplace (RQF)

## Exemplar



Examination Guidance

The Highfield Level 4 Award in Health and Safety in the Workplace (RQF) is assessed in **two parts**:

**Part 1: Practical, internally set and assessed activities**

**Part 2: Written examination**

This exemplar document gives guidance relating to the written examination element of the assessment.

**Examination overview**

The examination will contain a case study of a fictitious business that outlines its current health and safety standards, policies and procedures. Learners will be asked to analyse this in relation to the questions set in the exam paper and provide clear written answers drawing on the subject knowledge they have gained throughout the course.

The examination will last **3 hours**.

Learners must achieve a total mark of at least 60 out of 100 in order to pass, 70 to achieve a merit and 80 to achieve a distinction.

**Using this exemplar document**

Case-study style examinations can initially seem daunting to some learners. Using this exemplar material as an example/exercise (either as a group or individually) can be extremely helpful in familiarising learners with the layout of the case study and the approximate level of detail required in their answers.

The example answer provided within this guidance document has been created to provide an example of the depth and breadth of information that will be required in learners' answers. This example would have been awarded a pass grade. Learners may be awarded merit or distinction grades if their answers show an excellent selection of information with appropriate justification produced in a concise, organised and structured manner.

**Examination questions**

The examination will test learners against all learning outcomes and assessment criteria within the unit. Tutors must ensure their course covers this content suitably to adequately prepare learners for the exam.

This exemplar document provides an answer in relation to question 2 part b **only**.

Highfield EXAMINATION



Grumpy Giraffe Zoo Case Study

You are the newly appointed health and safety manager of the Grumpy Giraffe Zoo and have decided in your first week to familiarise yourself with the health and safety standards of the business by conducting a health and safety audit of the zoo.

This example examination contains a case study outlining the findings of your health and safety audit.

**The business**

This is a small zoo that has been built up over 15 years from what was originally a small donkey rescue centre due to the arrival of a variety of rescue animals, which necessitated a wild animal licence, resulting in its current status as a small zoo and developing wildlife park.

There is a board of directors comprising the managing director, head zoo keeper, operations manager, marketing and sales manager and the chief veterinary officer. The board has just agreed to the appointment of a health and safety manager who will be accountable to the operations manager.

There are 30 full-time zoo attendants plus a varying number of volunteers and work experience students from the local 6th form college and veterinary college, as well as administration and sales personnel, shop staff and catering staff in the food outlets.

The range of animals include lions, tigers, elephants, giraffes, meerkats, monkeys, lemurs, wallabies and ostriches. Plus, there is a farmyard area with a range of farm animals, an aquarium with tropical fish and a vivarium holding a range of venomous snakes and a large python called Pythagoras.

**Setting the scene**

The zoo is open to the public 6 days a week (Tuesday to Sunday 10am – 5pm) and Mondays are used for maintenance and animal movements when there are no members of the public present. This is a key day for any animal operations or treatments by veterinary staff to take place, when some of the more dangerous animals may be tranquillised by darting prior to transfer from their compound to the operating area.

The buildings are a mixture of converted dairy farm barns plus some modern purpose-built animal houses, including the aquarium and vivarium. There is a small toy railway for children's rides and an area for children to feed small or domesticated animals such as tortoises, donkeys and baby goats with pre-prepared feed bags.

The management team decided to appoint a health and safety manager as the park has expanded significantly in the last 3 years following a large financial boost from a grant, which enabled the zoo to expand the number and variety of animals and activities. A safari experience is going to open soon.

The last HSE inspection raised some issues about the risk assessments.