



VIP Sleepover

Risk Assessment

Slips / Trips / Falls	Staff training in hazard identification. Readily accessible wet floor signs in cleaning cupboards. Regular DM checks of centre, including pre-event walkthrough. Tour of centre staffed at all times.
Water	There are display tanks throughout the attraction and also touch pools; supervision is required at all times.
Reduced Lighting	Torches available for sleepover staff and SEA LIFE staff use. Groups of children to be escorted by group leaders at all times. Strategic centre lights to remain on throughout evening including all stairwells, toilets and ice cave.
High level areas	Supervision is required and there is no climbing on the barriers.
Temperature	Groups to provide adequate bedding for sleeping arrangements, and group to wear suitable clothing. Building covered by air handling system and air conditioning in sleeping area.

<p style="text-align: center;">Fire and evacuations</p>	<p>2 fire marshals on site throughout night, trained in evacuation protocols. Prior to event, group leaders will perform fire walkthrough with DM. Full fire and carbon monoxide detection throughout centre. Automatic cut off with sniffer detection for ozone water purification system.</p>
<p style="text-align: center;">Creatures, stings and bites</p>	<p>Do not place hands into any of the display tanks. All visitors must wash their hands if they have contact with any creatures or water. Extra care is required for children sensitive to this environment.</p>
<p style="text-align: center;">Soft play areas / Play equipment</p>	<p>All safety rules should be followed, particularly play area capacity rule. Annual inspection of play area by external inspection organisation, together with daily Duty Manager inspections.</p>
<p style="text-align: center;">First aid incidents</p>	<p>First aid trained staff member on site at all times throughout the event, with access to work-place first aid supplies.</p>
<p style="text-align: center;">Welfare facilities</p>	<p>Disabled access and regular access toilets available at multiple locations within the centre, with drinking water. Centre water regularly inspected and tested by external water-quality organisation. Tea and coffee facilities available for adult use only – these facilities are PAT tested.</p>
<p style="text-align: center;">Electricity</p>	<p>PAT testing program in place for all portable items and periodic fixed wire inspections of centre electrical systems. Guests are not permitted to bring any electrical equipment with them – including phone chargers.</p>

Legal Requirements and Attraction Information

Public Liability	SEA LIFE centres and Sanctuaries are covered by Public Liability Insurance to the amount of £10 million. The Policy is with ACE European Group Ltd (Policy No UKCANC33447)
Local Enforcement Agency	SEA LIFE and Sanctuaries are enforced by the local Health and Safety Executive and Environmental Health Department. Please contact the Health and Safety officer of the SEA LIFE or Sanctuary you require for further information.
Rides Engineering / Maintenance	N/A
Attraction Staff / Staff identification	All attraction staff wear uniforms and name badges for easy identification. A policy exists for all new staff to have criminal record checks.
Security	2 staff members on site throughout the night. All fire exit doors are alarmed. The team is trained to deal with emergency incidents that may arise and has access to 24/7 local security and additional staff support.

Attraction Arrangements

Arrival arrangements	We ask you to arrive from 6pm. Please arrange this prior to arrival.
Parking	Parking is available at Barclay Card Arena, you can pre-book this through their website with parkjockey.co.uk .
First aid	A trained first aider will be on site for the whole of your stay.
Emergency planning	All staff are trained in emergency and evacuation procedures. A brief will be given to the group upon arrival.
Fire safety	All staff are trained in emergency and evacuation procedures. A brief will be given to the group upon arrival.
Wheelchair access	Are site is fully wheelchair accessible and we can accommodate up to 10 wheelchairs at one time.
Lost children	All staff are trained in our Lost Child procedure.
Unruly children	We ask that all guests behave appropriately. If we feel this is not the case then we will discuss this with you. The attraction has regulations displayed at the entrance. Staff are trained to enforce these regulations for the benefit of all guests. Staff will instruct children to behave where necessary.
Age / height restrictions	We advise that children under the age of 4 do not attend a Sleepover. All children must be supervised by adults aged 18 and over.
Lockers / storage facilities	We have no storage or locker facilities. You must take all belongings with you when you leave.

Eating facilities	We have classrooms available for you to use. We have 2 vending machines on site and 1 coffee machine as well. If you require hot food we can provide you with a list of local and takeaway restaurants.
Additional costs	The gift shop and photo desk will be open for you from 8am the next day. We also have vending machines and coin press machines around the site.
Attraction signposting	The Sea Life Centre is well signposted around Birmingham. For detailed direction please speak to our team before arrival.
Electrical equipment	SEA LIFE electrical equipment is regularly tested. Please do not bring any electrical equipment with you – this includes phone chargers (USB charging sockets are available)

We look forward to welcoming you for your Sleepover. Please feel free to contact us regarding any questions or issues you may have!