

Pre-Inspection Audit

Date of completion: 20/12/24



Please complete this

form as thoroughly as possible. It is an important part of the licensing process and will save time at the inspection.

In addition to the documents you are requested to attach, you may be required to produce evidence to support any one of the answers on this form. (If you require more space to fully answer a question please use a new sheet and refer it back to the relevant question on the form.)

PART A – DETAILS OF INSTITUTION

1. Name of Institution

Manor Farm Park and Woodlands

Name of Director

MRS. G. A. ROBINSON / MR. ANTHONY M. ROBINSON

Address

Manor Farm Park and Woodlands
Castle Hill
East Leake
Loughborough
Leicestershire
Postcode LE12 6LU

Telephone number (incl. national dialling code)

01509 852525

Fax number (incl. national dialling code)

01509 852797

E-mail address

Website

info@manorfarm.co.uk

2. Year of founding

www.manorfarm.info

Parent Institution (if any)

1989

Source(s) of funding (e.g. grant, lottery etc)

Visitors

Type of Business (e.g. Partnership, Registered Charity)

Partnership

Ownership of organisation/grounds

MRS. G. A. ROBINSON / MR. A. M. ROBINSON

Governing Body

N/A

Chairman of Governing Body

N/A

Local authority

Rushcliffe

Please tick appropriate box(es)

3. Do you have a development plan?YES NO

4. Do you have a Mission Statement (if yes, please attach)YES NO

5. List of all staff members and their titles, qualifications and relevant experience (*state if full or part-time*)

Belinda Bird: Manager – DMZAA, Cert Ed, 7302 & PTTLS

Christina Chomicz- Supervisor L2 Diploma Animal Care & L3 Subsidiary Diploma Animal Management

Matt Collier – Senior Keeper (Part time) L3 Extended Diploma Animal Management

Chloe Westerby- Trainee Cover Keeper - L2 Diploma Animal Care & L3 Extended Diploma Animal Management

Owen Newton - Trainee Cover Keeper - L2 Diploma Animal Care & L3 Extended Diploma Animal Management

Phoebe Hopewell- Brown - Trainee Cover Keeper - L3 Extended Diploma Animal Management & Zoology Degree

Samuel Slater- Trainee Cover Keeper (casual)- No relevant qualification

Ava Coppard - Trainee Cover Keeper (casual) No relevant qualification

Submit a copy of the organisation's organisational chart..... Attached ZOO 1 (1/05)

6. Plan of park/zoo attached

7. Hours of operation:	summer	08:30- 17:30
	winter	08:30-17:00

Entrance fees and categories

ATTACHED

Attendance figures for past three years

2 400, 000

8. Are animals owned by the zoo held on other premises (other than normal breeding loan arrangements etc.)?YES NO

If yes, please give details

PART B – ANIMAL RECORDS

- Please supply your most recent Animal Inventory ListAttached

1. Is your institution a member of ISIS? .NO – But this is now called Species 360...

YES

NO

If YES, do you use (Please tick all appropriate boxes):

ARKS?

SPARKS?

REGASP?

MEDARKS?

If NO, what arrangements are made for holding current animal records?

Electronic records for each individual animal, except Invertebrate species which have a record per species. Daily reports are completed each day in a duplicating book (hand written) these are then added to the electronic records for each animal concerned.

3. Does your institution keep duplicates of animal records?.....YES NO

If YES, where are they stored?

Electronic ones are on the shared drive, the original hand written daily report is kept in my office & the duplicated copy kept in the staff area.

How are old records archived?

Electronic records have a 'deceased' & 'archive' areas. Paper copies are boxed according to date & stored in the loft

Are they readily accessible to bona fide enquiries?.....YES NO

4. Please list which methods of animal markings your institution uses and taxa used for:

Transponder

Equids, Meerkats, Cat & Ferrets

Tattoo

Ear tags

Deer, Sheep & Cows

Rings

Falconry Birds are closed rung & also have split IBR rings

Poultry & Peacocks have split rings

Other

Photo ID / Description, Abnormalities & skin / coat markings

5. Are day books kept to record condition and health of all animals?.....YES NO

Please summarise the reporting structure

Daily report duplicating books filled in by staff, daily flight logs / weights kept for Falconry Birds

PART C – ANIMAL HUSBANDRY AND VETERINARY CARE

1. Do you have a resident vet?YES NO

If YES, please give details

Name

Address

If NO, who has overall responsibility for your veterinary programme?

Name

Address

Are others involved in giving animal health advice to the collection?.....YES

NO

If YES, please give details

NFAN, ABWACK, SZN

2. Describe your veterinary programme, including frequency of visits and regular preventative routines.

Equids- Dental & Vaccinations annually

Year planner used for parasite & vaccinations, faecal samples tested from Mammal & Avian species

Vets visits are completed when needed.

3. Briefly describe the veterinary facilities that you have on site

Medicine cupboard

Quarantine areas for large & small animals

4. Give details of your veterinary surgeon's Continuing Professional Development relevant to your collection

23/07/24 – Lorna Clarke, Pinfolds Vets, spent 1 week assisting exotics at Columbus Zoo for CAT scans & treating large exotics

5. Give details of the pest and predator control programme

Contract with pest control company, R.B. Pest Control Services, 35 Park Road, Barnstone, NG13 9JF.

Bait traps & fly zappers used at locations around farm. Occasionally Wasps nests.

Dry Feeds kept in lidded bins, fresh & frozen kept in Fridge & Freezers

6. Please give details of equipment for restraint and remote capture of animals

Aves- Swoop net, casting jacket, hood

Gloves for any animal

Reptiles- Tubes, bags & hooks

Mammals- Walk towards net, Polecatcher & Crush

7. Is it your policy to undertake post mortem examination of all animals dying in the collection?.....YES NO

If NO, please explain why

Each situation is assessed, e.g. an elderly Chicken that is egg bound would not be routinely post mortemed, but if the Chicken had died of respiratory issues, then we would post mortem to rule out Avian Influenza etc

8. What arrangements are made for the post mortem examination of animals?

Post mortems are carried out, usually on site by visiting vet, large animals are done in a stable out of sight of visitors. Samples sent to histology when required

9. What system do you have for regular review for clinical and pathological records?

10. Do you regularly up-date animal diets and are these recorded?.....YES NO

11. Is feeding of animals by visitors permitted?.....YES NO
If YES, how is this controlled?

Public feeds are currently supervised & is at set times, food used is taken from daily ration

12. Is expert advice sought and taken regarding nutrition?.....YES NO

If so from whom?

Research & advice is taken from ABWAK Guidelines, SZN GROUP, Zootrition & Mazuri articles

13. How do you collaborate with other zoos and other organisations in the exchange of husbandry information for the species that you keep?

Animal Manager frequently networks with former colleagues from larger collections, ABWAK, SZN, FFC & NFAN.

Owners also network via NFAN

14. Is your collection approved under Council Directive 92/65/EEC* (The Balai Directive)?YES NO

*The Balai Directive 92/65/EEC (as amended) provides a framework of rules for trade between EU Member States in live animals and germplasm, concerning those species that are not covered elsewhere by EU legislation for specific domestic species. Within that framework of rules, bodies such as zoos may have all or part of their premises approved and such premises should find it more simple to transfer animals to other approved premises in other Member States. Further information can be obtained from the Defra website at <http://www.defra.gov.uk/animalh/int-trde/prod-im/legpi-eu.htm#balai>

PART D – HEALTH AND SAFETY

1. Are risk assessments routinely carried out and recorded for the following practices relating to animal welfare and public safety?

(Documentary evidence must be available on the day of inspection)

Feeding practices	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Staff-animal interactions	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Venomous species	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Animal-contact situations	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Escapes/release of animals	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Visitor areas (slopes, steps etc)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Staff use of equipment	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Vehicle movement/pedestrian interaction	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Others	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2. Please provide a copy of your written emergency procedures. Attached

3. How are staff members made aware of all emergency and escape procedures?

Written instruction on staffroom wall, verbally discussed & demonstrated with new staff on their induction. Drills carried out 3-4 times a year

4. Have there been any escapes since last inspection:

within the zoo confines?YES

NO externally?YES NO

5. Please provide written reports of emergency drills for the past 12 monthsattached

6. Have there been any reportable accidents under RIDDOR (The Reporting of Injuries,

Diseases and Dangerous Occurrences Regulations) in the past 3 years?YES 2 NO

Does the zoo have an accident book?YES NO

Have there been any significant accidents?YES 2 NO

7. Are staff trained in first aid?YES NO
If 'YES' how many?.....

8. Has a zoo health and safety policy been produced,
and is it understood by all staff and volunteers?YES NO

9. How are all staff made aware of potentially zoonotic disease risks to themselves and to the public?

Covered verbally on induction & then all animal staff do an online Biosecurity course with Byotrol .

Leaflets are periodically sent through by our vets at FVS

10. Is there a procedure for reporting staff illness?.....YES NO

11. What is the smoking policy for zoo staff?

No smoking is permitted on site, except on the car park

12. Is a qualified tree surgeon retained to inspect and
attend trees which may cause injury or aid escape? Acer Tree Care ...YES NO

13. How often are electrical systems and equipment checked and maintained?

PAT tested annually.

Have a contract electrician on site most days.

Electric fences checked monthly, electric fire alarm / boiler checked weekly, see attached logs

14. How often are fences and enclosure barriers checked?

Electric fences checked monthly, visual checks daily

15. Are there procedures in place to ensure that any defects identified by checks are
remedied immediately?YES NO

PART E – SECURITY

1. How is the animal collection protected on a 24-hour basis?

One of the owners lives on site, the other lives in the village.

CCTV accessible remotely to all departmental managers via smart phone

2. Please give details of firearms (including capture equipment and captive bolt guns) including where they are held and access to them. Please also provide the names of those certified to use firearms

Both owners have licenced Firearms, Glenis Robinson (on site at Manor Farm) & Antony Robinson 24 Costock Road, East Leake. 2 Shot guns are kept on site at the farm.

3. Is the use of firearms practised and recorded?*PRACTISED...BUT...NOT...*.....YES NO
RECORDED

ZOO 1 (7/04)

PART F – CONSERVATION

1. Are you a member of any zoo or conservation

related organisations? (e.g. IUCN, BIAZA, EAZA)YES NO If

YES, please list organisations

ABWAK, NFAN, SZN

2. Do you have a copy of the World Zoo and Aquarium Conservation Strategy?YES NO
If YES, how does it influence your planning?

■ Ex-situ Conservation

3. Do you have an Animal Collection Plan?YES NO

If YES, on what is it based?

If NO, how do you decide what species to keep?

We normally look for species that children can relate to, or can enhance the visitor experience

Please provide a copy of your Animal Collection Plan (if applicable).....Attached

4. Species Management Groups

Are you represented on, or do you have links with, any of the following:

European Endangered Species Programmes (EEPs)?YES NO

List EEPs your organisation takes part in

List EEPs or Taxon Advisory Groups your organisation chairs

Joint Management of Species ProgrammesYES

NO

List JMSPs your organisation takes part in

List JMSPs your organisation chairs

Do you contribute to any other species management programmes?YES

NO

■ Studbooks

5. Is your collection responsible for maintaining the studbooks of any species?YES NO If YES, please give details of species:

International

Regional

■ In-situ Conservation

6. Are you or have you been directly involved in any local or overseas in-situ projects, either by funding or by more direct participation over the past three years?YES NO If YES, please give details

RSPB, The Woodland Trust, Small Woods, NFU, CLA & British Goat Society – all annual memberships / subscriptions. Project Lugger - Direct

We house a Lugger Falcon (NT IUCN Red List) as an ambassador animal & provide leaflets, activity packs & stickers to promote awareness of this species.

Financial

RSPB, The Woodland Trust, Small Woods, NFU, CLA & British Goat Society – all annual memberships / subscriptions

Training

Other (please specify)

8. Have you collected funds from the public for any in-situ projects in the last three years?....YES NO If YES, please list projects and nature of support

We run an annual fund raiser for Project Lugger every May.

■ OTHER CONSERVATION ACTIVITIES

9. Do you contribute to conservation in other ways?YES NO

If YES, please give details

We house a Lugger Falcon (NT IUCN Red List) as an ambassador animal & provide leaflets, activity packs & stickers to promote awareness of this species. Each year we hold a fundraiser for Project Lugger in May. Conservation efforts done by owners & keeping staff (we do not have a staff member solely for conservation, in the form of wild flower meadow, bug hotels, bird boxes / feeders

PART G – EDUCATION

1. List and briefly outline or attach a plan of the major elements of the zoo's education programme and policy

Basic taxonomy for Primary School level.

Link to specific modules for FE L2 Technical Diploma Animal Care, T Level Animal Management & First & Second Year Vet Students AHEMS placement & final year Vet Students for Public Health

Attached

2. Education staff numbers	Paid Training scheme Volunteer	6 keepers & 2 front of house staff *NB no specific education officer
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3. What qualifications do your Education staff have?

Staff member	Qualification
7. Belinda Bird: Manager –	DMZAA, Cert Ed, 7302 & PTLS
Christina Chomicz- Supervisor	L2 Diploma Animal Care & L3 Subsidiary Diploma Animal Management
Matt Collier – Senior Keeper	(Part time) L3 Extended Diploma Animal Management
Chloe Westerby- Trainee Cover Keeper -	L2 Diploma Animal Care & L3 Extended Diploma Animal Management
Owen Newton - Trainee Cover Keeper	L2 Diploma Animal Care & L3 Extended Diploma Animal Management
Phoebe Hopewell- Brown - Trainee Cover Keeper -	L3 Extended Diploma Animal Management & Zoology Degree
Lucy Renwick – Front of House Supervisor	BACHELOR OF HAIR & MEDIA MAKE-UP (Hons)
Suzanne Goodwin – Front of House Manager	BA HONS IN BUSINESS STUDIES & MARKETING

Please tick if you need to continue on a separate sheet

4. Facilities
Classrooms (number)

1 class room plus animal chat room

Lecture theatre (number)

Library YES NO

Other (please specify)

[Large empty box for other specification]

5. Levels of education provided

Nursery

Primary

Secondary

University

Adult

Other.....

6. Local Authority links

Please tick all appropriate boxes

Staff

Finance

Curriculum development

Liaison

7. Is your zoo a member of any zoo education

network (e.g. British and Irish Zoo Educators)?

YES

NO

If YES, please give details

SZN – Small Zoo Network

8. How do you ensure the consistency and effectiveness of your education programme (e.g. inspections, feed-back sheets, visitor surveys)?

Direct & Open Questioning & Kahoot Quiz

9. Teaching aids (including publications) – please give details and provide examples

Species specific worksheets. Practical tasks with microscopes, stethoscopes, injection pads, live & soft toy animals, crafts

10. Give details of membership and links with groups concerned with environmental education

Green Careers with LEBC. Provide online talks for high school students, reached over 6000 in 2024

11. Informal educational aids – give details of what is used e.g. labels, listening posts, public demonstrations, internal and external lectures etc.

Public demonstrations include flying demonstrations, Keeper talks / feeds, animal experiences, our App has an interactive map, QR codes

PART H – STAFF TRAINING

1. Animal Management)?YES NO

1. Do you encourage your staff to undertake training courses relevant to their role (e.g. ANCMZA course in Zoo Are these courses a required qualification for staff appointment or advancement?YES NO

2. Do you conduct your own in-house staff training?YES NO Please give details
Mainly practical aspects, giving medication, foot/beak/ claw trimming, weighing, safe handling / restraint, operant conditioning, public speaking, signs of ill health, zoonotic risks

4. Do you provide on-site study and library facilities for staff?.....YES NO

5. Do you provide training for other organisations?.....YES NO
If YES, please provide details
Reptile & Avian handling / health checks & Public Health assessments for Vet Students
Bird of Prey Management training planned for FFC & another small collection

PART I – RESEARCH

1. How is research in the zoo co-ordinated?

w/A

2. What resources does the zoo put into research?
(a) Personnel

[Redacted]

(b) Finance

[Redacted]

(c) Access to outside organisations

[Redacted]

(d) Provision of data or samples for approved outside research

[Redacted]

(e) Other

[Redacted]

3. Are research projects involving animals subject to ethical scrutiny?YES NO
3. Please append details of any research carried out, during the last three years, by or on behalf of the zoo by (a) zoo staff

[Redacted]

[Redacted]

(b) other organisations

[Redacted]

5. Has your zoo received any research grants?YES NO
If YES, please give details

[Redacted]

6. Please list any scientific publications over the last three years by:

(a) staff

[Redacted]

(b) others using your collection

Nottingham Vet School for Public Health & AHEMS

Brooksbv Melton College for Degree in Animal Health & Welfare

PART J – ETHICAL CONSIDERATIONS

1. Briefly outline your ethical review process

Meeting between relevant staff & vets when needed, minutes documented

2. What is your contingency plan for the animals in the event of closure or loss of income for a sustained period of time?

With closure of the park, e would need less staff to run the park (e.g. Covid). Any animals on loan to be returned & keep a skeleton staff

3. Under what circumstances, if any, do you use live vertebrates as food for other animals?

Never

4. What is the zoo's policy on disposing of surplus stock?

Swap with other collections on the non BIAZA surplus list, NFAN or SZN. We do very little breeding at the park, most animals are neutered or kept in bachelor groups