

Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002

Pre-Inspection Audit

Date of completion: 28/02/2024



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.)

Reset form

PART A – DETAILS OF INSTITUTION

1. Name of Institution	RZSS Edinburgh Zoo	
Name of Director		
Address	134 Corstorphine Road Edinburgh	
	Postcode EH12 6TS	
Telephone number (incl. national dialling code)	0131 3349171	
Fax number (incl. national dialling code)	NA	
E-mail address	info@rzss.org.uk	
Website	www.edinburghzoo.org.uk	
2. Year of founding	1909	
Parent Institution (if any)	The Royal Zoological Society of Scotland	
Source(s) of funding (e.g. visitors, local authority etc)	The Society is mainly funded by income generated by its visitors through gate admissions, catering and retail services. In addition, the Societies Development Department actively fundraises from external sources.	
Type of Business (e.g. Partnership, Registered Charity)	Registered Charity SC004064	
Ownership of organisation/grounds	The Royal Zoological Society of Scotland	
Governing Body	The Board of the Royal Zoological Society of Scotland	
Chairman of Governing Body		
Local authority	The City of Edinburgh Council	

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) Attached ☒
- Submit a copy of the organisation's organisational chart..... Attached ☒

6. Plan of park/zoo attached ☒

7. Hours of operation: summer 8 - 6
winter 8 - 4

Entrance fees and categories

see Appendix A7

Attendance figures for past three years

see Appendix A7

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

1. Please supply your most recent Animal Inventory List Attached ☒

2. Is your institution a member of ISIS? 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?

ISIS is now Species 360. The above software is obsolete. We use ZIMS husbandry, medical and studbook modules.

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

If YES, where are they stored?

Species 360 is a global organisation who backs up all global records.

How are old records archived?

Most have now been digitised. Some are still kept in paper format, we have plans to digitise these also in the near future.

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

Found on individual records on ZIMS for the majority of taxa.

Tattoo

Not unless animal arrives already with a tattoo.

Ear tags

Ear tags are used generally for hoofed mammals.

Rings

Rings are widely used on the birds in the collection.

Other

Beads and necklaces are used for some mid-sized primates.

Bands are used for penguins.

Ear notching is only used for animals who arrive with ear notches.

5. Are day books kept to record condition and health of all animals? YES ☐ NO ☒
- Please summarise the reporting structure

Keepers have been trained to input information directly onto ZIMS.

PART C – ANIMAL HUSBANDRY AND VETERINARY CARE

1. Do you have a resident vet? YES ☒ NO ☐
- If YES, please give details

Name

Address Edinburgh Zoo, 134 Corstorphine Road, Edinburgh, EH12 6TS

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

Various veterinary specialists from around the world have been asked for advice and support on an ad hoc basis dependent on the species and discipline

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

see appendix C

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

see appendix C

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

see appendix C

5. Give details of the pest and predator control programme

We employ the services of an external pest control company. Please see appendix 5a and 5b
In addition, three staff members have completed a comprehensive pest control training.

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

Restraint equipment includes nets, boards, riot shields, CO2 extinguishers and gloves.
Remote immobilization equipment is held on site and is detained on the fire arms certificates held by members of the zoos firearms team and can be available for viewing during the inspection.

7. Is it your policy to undertake post mortem examination of all animals dying in the collection? YES ☒ NO ☐
If NO, please explain why

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

see appendix C

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

see appendix C

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?

We offer special booked animal experiences under supervision and the food for these experiences is part of the animals daily quota.

12. Is expert advice sought and taken regarding nutrition? YES ☒ NO ☐
If so from whom?

Our in-house veterinary team are responsible for nutrition and work closely with the keeping teams to review, approve and implement changes to diets as required.

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

Undertaken through best practice guidelines available through EAZA and BIAZA working groups. We also take advice from individual species coordinators.

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 ☒ | NO ☐ |
| Staff-animal interactions..... | YES ☒ | NO ☐ |
| Venomous species | YES ☐ | NO ☒ |
| Animal-contact situations | YES ☒ | NO ☐ |
| Escapes/release of animals | YES ☒ | NO ☐ |
| Visitor areas (slopes, steps etc)..... | YES ☐ | NO ☒ |
| Staff use of equipment..... | YES ☒ | NO ☐ |
| Vehicle movement/pedestrian interaction | YES ☒ | NO ☐ |
| Others | YES ☒ | NO ☐ |

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

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

Staff induction, trained by managers, department induction checklist system and individual working procedures.

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 months attached ☒

6. Have there been any reportable accidents under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in the past 3 years?..... YES ☒ NO ☐

Does the zoo have an accident book? YES ☒ NO ☐

Have there been any significant accidents? YES ☒ NO ☐

7. Are staff trained in first aid? YES ☒ NO ☐

If 'YES' how many?..... 28

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?

Staff induction, specific training by the veterinary section.

10. Is there a procedure for reporting staff illness?.....YES ☒

NO ☐

11. What is the smoking policy for zoo staff?

Please see appendix D11

12. Is a qualified tree surgeon retained to inspect and attend trees which may cause injury or aid escape?YES ☒

NO ☐

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

Checks are carried out on enclosure electric fences daily and are maintained as required. Portable appliances are tested annually and we undertake fixed wire testing as per legislative requirements.

14. How often are fences and enclosure barriers checked?

Enclosure fences and barriers are checked daily by keeping staff.
Perimeter fence checks are carried out on a weekly basis or following high winds.

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?

We have 24 hour occupancy by keeping staff on site. We have external security cover in the park outwith opening hours. There is CCTV in place around the site and key areas of the park are protected by security alarms with connection to an external 24-hour alarm monitoring centre.

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

This information and the firearms themselves will be available for inspection on the day of the inspection. We follow BIAZA Health & Safety Guidelines 2020 regarding use of firearms, see Appendix

3. Is the use of firearms practised and recorded?YES ☒

NO ☐

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

BIAZA, EAZA, WAZA

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

At all levels of our planning.

■ Ex-situ Conservation

3. Do you have an Animal Collection Plan? YES ☒ NO ☐
If YES, on what is it based?

Our collection plan is influenced by EAZA RCP's, BIAZA by local priorities (e.g. native species conservation species). Each species is assessed against a wide range of conservation, education and visitor engagement criteria and species have a defined role. See Appendix F3

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

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

Please refer to Appendix F3, the animal collection plan, which also lists which species are held within breeding programmes in which we participate.

List EEPs or Taxon Advisory Groups your organisation chairs

See Appendix F4

- Joint Management of Species Programmes YES ☐ NO ☐
List JMSPs your organisation takes part in

obsolete management type

List JMSPs your organisation chairs

obsolete management type

- 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

Please see Appendix F4

Regional

Please see Appendix F4

■ 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

Please see appendix F6 (conservation projects)

7. If you answered 'YES' to the question above, what resources does your zoo put into in-situ conservation Personnel

Please see appendix F6 (conservation projects)

Financial

Please see Appendix F7

Training

Please see appendix

In addition to this, we provide access to our zoo-based conservation genetics laboratory (RZSS WildGenes) to at least 2 PhD/MSc/BSc(hons) students each year, that are jointly supervised by RZSS conservation staff alongside their academic supervisors.

Other (please specify)

The Saving Wildcat project currently hosts four 3-month training placements in the field and ex-situ team and the Native Invertebrate project hosts one 6-month training placement annually.

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

Please see Appendix F7

■ OTHER CONSERVATION ACTIVITIES

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

If YES, please give details

see Appendix F6

PART G – EDUCATION

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

See appendix G1, G3

Attached ☐

- | | | |
|----------------------------|-----------------|--|
| 2. Education staff numbers | Paid | 42 (23 core and 19 seasonal, casual staff) |
| | Training scheme | CAT (Conservation Action Team) |
| | Volunteer | 180 |

3. What qualifications do your Education staff have?

Staff member	Qualification
See appendix G2, G3	

Please tick if you need to continue on a separate sheet ☐

4. Facilities

Classrooms (number)

4

Lecture theatre (number)

2

Library YES ☐ NO ☒

Other (please specify)

Wildlife Garden

5. Levels of education provided

Please tick all appropriate boxes

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

See Appendix G4

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

See Appendix G4

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

See Appendix G4

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

See Appendix G4

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

See Appendix G4

PART H – STAFF TRAINING

1. Do you encourage your staff to undertake training courses relevant to their role (e.g. ANCMZA course in Zoo Animal Management)? YES ☒ NO ☐
2. Are these courses a required qualification for staff appointment or advancement? YES ☒ NO ☐
3. Do you conduct your own in-house staff training? YES ☒ NO ☐
Please give details

we recently launched our own in house keeper training course, which is based on the European Professional Zookeepers Qualification Framework
<https://www.eaza.net/about-us/areas-of-activity/epzqf/>

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

PART I – RESEARCH

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

Applications for research come in through the administrators in Living Collections, Education and Conservation Departments. Approval is sought through the Heads of Living Collection, Conservation and Veterinary Services.

2. What resources does the zoo put into research?

(a) Personnel

Please see Appendix F6 (Conservation Projects)

(b) Finance

Please see Appendix F7

(c) Access to outside organisations

Please see Appendix F6 (Conservation Projects)

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

Please see Appendix I2d (Data)

(e) Other

Joint management with St Andrews University of Budongo Research Unit (chimpanzees) and Living Links Centre (capuchin and squirrel monkeys) for cognitive research.

3. Are research projects involving animals subject to ethical scrutiny? YES ☒ NO ☐

4. Please append details of any research carried out, during the last three years, by or on behalf of the zoo by
(a) zoo staff

See appendices I4 and I6a-d

- (b) other organisations

See appendices I4 and I6a-d

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

See Appendix I5

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

- (a) staff

See appendices I6a, I6b, I6c and I6d

- (b) others using your collection

See appendices I6a, I6b, I6c and I6d

7. Do you have links with Higher Education institutions? YES ☒ NO ☐
If YES, what are these links?

see appendix I7

PART J – ETHICAL CONSIDERATIONS

1. Briefly outline your ethical review process

Projects and processes are evaluated by the responsible manager and escalated as required. The approval of animal related projects and processes with ethical concerns are audited through the independent Animal Welfare Advisory Group.

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

As per covid shut down. We have good levels of reserves to fall back on. We would reduce any unnecessary outgoing including full reviews of spending across the society, and put out appeals and lobby for additional income streams. We would look to close down areas and surplus animals on the basis of an assessment against the collection plan and site plan.

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

We do not feed live vertebrates under any circumstances.

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

See Appendix J4