

## Excursion risk management plan

Excursion details			
Date(s) of excursion	Wednesday 02/10/2024	Excursion destination: Sydney Zoo	700 Great Western Highway, Eastern Creek NSW
Departure and arrival times	Departure time: 0900hrs - return 1500hrs		
Proposed activities	Walking, observing, interacting with animals	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route	Private Bus directly to venue, then return via same method		
Name of excursion co-ordinator	Karen M		
Contact number of excursion co-ordinator	(BH)	(M) █████ 569 754	
Number of children attending excursion	50	Number of educators/parents/volunteers	8
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1 Educator per 8 Children		
Excursion checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion		
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult		
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list		

Please see attached Sydney Zoo Risk Assessment

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
walking	crowds of people	moderate	small groups walking with educator and buddy checks	staff	regularly
<b>Please see attached Sydney Zoo Risk Assessment</b>					

Plan prepared by: Karen M		Date 1/10/24	
Prepared in consultation with: Sarah			
Communicated to: Families			
Venue and safety information reviewed and attached	Yes / <b>No</b> Comment if needed:		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

Risk Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High



**Risk Assessment Task:** School Excursion  
**Locations:** Carpark, Zoo entry, Zoo grounds

<b>Venue</b>	Sydney Zoo, 700 Great Western Highway, Bungarribee
<b>Phone number</b>	02 7202 2560
<b>Web address</b>	sydneyzoo.com
<b>Email contact</b>	education@sydneyzoo.com
<b>Public Liability insurance?</b>	Yes
<b>Equipment and supervision onsite</b>	<ul style="list-style-type: none"> <li>• First aid equipment, facilities and trained staff onsite. If required, please approach Sydney Zoo staff</li> <li>• School's teachers are required to supervise students at all times including during scheduled lessons</li> <li>• Safety briefing delivered to students and teachers/supervising adults before lesson/experience</li> <li>• Hand sanitiser available after contact with animals</li> <li>• Sunscreen available upon request</li> <li>• Defibrillators located at first aid bays on site</li> <li>• Water available from drinking fountains throughout site</li> </ul>

**Referenced Legislation, Australian Standards, Codes of Practice and guidance materials**



Work Health and Safety Act 2011  
 Work Health and Safety Regulation 2011  
 Code of practice - How to manage work health and safety 2011  
 Code of practice - Hazardous manual tasks  
 Code of practice - Work health and safety consultation, co-operation and co-ordination 2011  
 Department of Education document - Excursions – Risk management process and proforma  
 Government Gazette of the state of New South Wales Number 113, dated Friday 29th May 2020.

<b>Hazard number</b>	<b>Hazards</b>	<b>Associated Risks</b>	<b>* Risk rating without controls</b>	<b>Controls in place</b>	<b>* Risk rating with controls (Residual risk)</b>
1	Vehicles in carpark upon arrival	Collision with vehicle/run over by vehicle	12	<ul style="list-style-type: none"> <li>• Students supervised when embarking/disembarking from transport vehicles and instructed on safe crossing points by Sydney Zoo staff. (i.e. Pedestrian Crossings)</li> <li>• Speed limit enforced and safety buzzer/light in use for buggies.</li> <li>• Staff will identify themselves with Zoo uniform and safety vests.</li> </ul>	4
2	Many people, management of group	lost students/isolation from group, and large crowds	12	<ul style="list-style-type: none"> <li>• WWCC for all education staff.</li> <li>• Students should be chaperoned at all times within Zoo grounds.</li> <li>• Zoo Workshops are led by a Sydney Zoo educator.</li> <li>• Sydney Zoo recommends a supervision ratio of 1:5 for Early learning groups and younger primary groups students, and 1:10 for Stage 2 and above.</li> <li>• Teachers/supervising adults should implement effective supervision strategies (e.g. Name badges, mobile contact number displayed on students, utilising Zoo staff in case of emergencies, regular roll calls and emergency meeting points.)</li> <li>• Teachers ensure students behave appropriately and follow instructions at all times.</li> </ul>	4
3	Emergency evacuation or lockdown	Fire, extreme weather event, bomb threat	8	<ul style="list-style-type: none"> <li>• In the event of an emergency, Sydney Zoo staff will be activated to wardens to initiate evacuation, lock down or other procedures.</li> <li>• Students and visiting teachers will listen to and follow instructions from Sydney Zoo wardens.</li> <li>• 3 evacuation points exist at Sydney Zoo – 1 the main entry, across the pedestrian crossing. 2 The grass carpark. 3 The back gate near the restaurant into Western Sydney Parklands. Sydney</li> </ul>	2

				<p>Zoo staff will be in radio contact with the communications officer to determine the best course for evacuation.</p> <ul style="list-style-type: none"> <li>• Lock down procedures in the event of a bomb threat or dangerous animal escape will be activated if required, students and visiting teachers will be advised which buildings to enter and Sydney Zoo staff will then lock down the building.</li> </ul>	
<b>4</b>	Uneven ground, gravel, grass, playground, medical emergencies	Slips, trips and falls, medical emergencies	<b>12</b>	<ul style="list-style-type: none"> <li>• Primary duty of care for students is with the School's attending teachers/ adult helpers.</li> <li>• All attending schools should bring their own first aid kit.</li> <li>• School's supervising teachers must be in possession of information on all students' medical needs, include Emergency Response Plans (including Anaphylaxis and Asthma) and Medication.</li> <li>• For escalation of Medical Aid, please approach Sydney Zoo staff for assistance. If required the Zoo's Emergency Response Plan can be implemented, which includes First Aid Responders and Emergency Code Calls, including external communication with emergency services.</li> <li>• Students accessing behind the scenes areas to be accompanied by Sydney Zoo staff at all times and briefed on safety hazards related to potential trips or slips.</li> </ul>	<b>4</b>
<b>5</b>	Extreme weather	Heat stress/stroke, sunburn, storms, lightning strike, high winds, rain	<b>10</b>	<ul style="list-style-type: none"> <li>• In the event of severe weather, Sydney Zoo's Emergency Response Plan will be enacted.</li> <li>• School's Duty of care responsibility must dictate whether the excursion is to go ahead – option for school to cancel/postpone their visit.</li> <li>• School's advised that appropriate PPE is recommended for excursion – including, rain coats, rest breaks, water, sunscreen, and hats advised.</li> </ul>	<b>1</b>

				<ul style="list-style-type: none"> <li>• Water available from drinking fountains/refill stations throughout the Zoo.</li> <li>• Teachers should be aware of areas of shelter in Zoo grounds – on maps.</li> <li>• In the event of severe weather and Sydney Zoo enacting its emergency response plan guests will be directed accordingly to procedure.</li> </ul>	
<b>6</b>	Miscommunication/ lack of information	Unprepared for Excursion Additional attending adults unaware of supervision requirements	<b>6</b>	<ul style="list-style-type: none"> <li>• Information sent to the school staff member who has booked the excursion.</li> <li>• Expectation of the booking school staff member to send information to the relevant parties and attending adults.</li> <li>• Information provided to School's teachers upon booking via e-mail, including risk assessment and other relevant site information.</li> <li>• More information available at <a href="http://www.sydneyzoo.com">www.sydneyzoo.com</a></li> </ul>	<b>3</b>
<b>7</b>	Contact with Flora and Fauna, walk through exhibit with roaming animals present	Animal bite or scratch Disease or allergic reaction	<b>12</b>	<ul style="list-style-type: none"> <li>• Animals are under the supervision of trained Sydney Zoo staff members or volunteers. Animals are regularly checked for potential disease.</li> <li>• Animals are conditioned to minimise the potential of biting or scratching.</li> <li>• Students are reminded to observe proper hygiene after contact with animals - i.e. washing hands or use antibacterial foam that will be available after contact. Restricted access and instructional signage must be observed by public.</li> <li>• First Aid available by supervising school and if required by Sydney Zoo staff. (See above: First Aid and Emergency Response)</li> <li>• Students accessing behind the scenes areas to be accompanied by Sydney Zoo staff at all times and briefed on safety hazards related to flora and fauna.</li> <li>• Students will not consume bush tucker plants during visit in case of allergy.</li> </ul>	<b>2</b>

8	Consuming food and beverage available on site	Allergy and food intolerances	10	<ul style="list-style-type: none"> <li>Food and beverage is provided and managed by Sydney Zoo for purchase.</li> <li>Food Safety Standards in place by Sydney Zoo.</li> <li>School's supervising teachers must be in possession of information on all students' medical needs, such as Anaphylaxis, Asthma and Medication and have appropriate control measures in place.</li> </ul> <p>Schools organise students with potential severe allergy and food intolerances to arrange own food for excursion as precaution.</p> <ul style="list-style-type: none"> <li>Schools to advise educator of any student with anaphylaxis prior to the lesson commencement if it is relevant in the lesson space.</li> </ul>	2
9	Other visitors to the Zoo who may be unwell	Contacting a positive Corona Virus case whilst at the zoo	12	<ul style="list-style-type: none"> <li>Coronavirus (COVID-19) safety protocols are in place when required</li> <li>Hand sanitising stations are positioned throughout the zoo</li> <li>Surfaces, bathrooms, tables, and chairs are sanitised regularly</li> <li>No touching signs are placed along any glass enclosure fronts to remind people to reduce touch points</li> </ul>	2
10	Using technology as part of zoo programs	Dropping items, using inappropriately	6	<ul style="list-style-type: none"> <li>Students trained by Sydney Zoo staff to use technology appropriately and safely</li> <li>Students unable to comply will not use technology</li> </ul>	1

Person/s conducting the risk assessment	Position or Title	Date conducted	Signature
Jessica Menendez Lisa Christie	Education Program Coordinator Head of Culture and Visitor Experience	1/11/19	
Liz Gerber	Education Program Coordinator	Reviewed 14/7/21	



Jessica Menendez	Education Program Coordinator	Reviewed 20/1/2022	<i>Jmenendez</i>
Jessica Menendez	Education Program Coordinator	Reviewed 2/2/2023	<i>Jmenendez</i>
Jessica Menendez	Education Manager	2/1/2024	<i>Jmenendez</i>
Jessica Menendez	Education Manager	20/3/2024	<i>Jmenendez</i>

### Risk Rating = Likelihood x Severity

