

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Date of excursion:</b>	Wednesday 7th April 2021	<b>Excursion destination:</b>	Taronga Zoo Bradleys Head Road, Mosman 2088
<b>Departure and Arrival Times from each location:</b>	Leave Centre 9am, Arrive 10am, Morning Tea, Zoo and Lunch until 2pm, Bus 2pm for arrival back at centre at 3pm.		
<b>Proposed Activities</b>	Morning Tea, Visit the animals of the world, Lunch	<b>Water Hazards?</b>  <b>If yes, detail in risk assessment below</b>	<b>Yes/No</b>
<b>Method of transport, incl proposed route</b>	Private Bus	<b>Pickup location and destination for each location travelled to / from:</b>	Pickup at NWPS at Gate 5, dropoff adjacent to the zoo friends office. Pickup adjacent to zoo friends
<b>Name of RPD</b>	Roslyn Doyle	<b>Contact Number of RPD</b>	02 9484 4412 (on divert to mobile)
<b>Number of children attending excursion</b>	Estimated: 40 Actual:	<b>Number of educators/parents/volunteers / adults:</b>	Estimated: 4 Actual:
<b>Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults? Please provide details.</b>	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.	<b>Requirements for seatbelts / safety restraints (e.g. will be worn if fitted; N/A due to walking etc)</b>	Will be worn if fitted
<b>Educators / adults on excursion (Names):</b>	<b>Training:</b>  * Roslyn Doyle * TBC * TBC * TBC * TBC  * BED (EDE), NS, CHCPRT001, HLTAID004 * TBC * TBC * TBC * TBC	<b>Contact Details (to be completed on staff copy of RA only):</b>  * * * * *	<b>Adults to Sign once they have read &amp; understood the Risk Management Plan:</b>  * * * * *
<b>Additional Venue Information (incl COVIDSafe Plan:</b>	<b>Yes / No - COVIDSAFE INFO ATTACHED</b>		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
Excursion Checklist			

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|--|---|
| <input type="checkbox"/> 1 First Aid Kit per group incl tissues, plastic bags, instant ice pack, sick bags | <input type="checkbox"/> Centre Phone on divert to RPD mobile   |
| <input type="checkbox"/> Roll of Children attending excursion and contact numbers                          | <input type="checkbox"/> Excursion T Shirts for each child and Educators to wear uniform and badge      |
| <input type="checkbox"/> List of Medical information for each child attending excursion                    | <input type="checkbox"/> Medication and Action Plans for each child with a Medical Condition            |
| <input type="checkbox"/> iPads and dongle  | <input type="checkbox"/> All children checked for food applicable (nut free), full water bottle and hat |
| <input type="checkbox"/> Mobile Phone with Battery   | <input type="checkbox"/> walkie talkies or mobile phone (1 per educator)                                |
| <input type="checkbox"/> Sunscreen   | <input type="checkbox"/> List of Educators attending excursion & contact details                        |
| <input type="checkbox"/> Other items: water, backpack  | <input type="checkbox"/> Medication Form  |
| <input type="checkbox"/> Centre Card   | <input type="checkbox"/> Hand sanitiser, gloves and disinfectant wipes                                  |

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Lost Child	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.</p>	Educators to organise T-Shirts	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.</p>	Moderate
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	High	<p>UV rating will be checked prior to excursion commencing. Children will be required to employ sun safe practices consistent with UV rating, as is required in centre. Sunsafes practices will be maintained throughout the day, as Taronga Zoo is predominantly an outdoor venue.</p> <p>Children and staff will be expected to wear hats at all times when outdoors. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p>	Low

			<p>Children will be checked for drink bottles and asked to ensure all are filled prior to the excursion. Any child without water will be given a clean filled water bottle by staff before commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated. Drink refill stations are available throughout</p> <p>Sunscreen will be applied to each child, where permission has been given &amp; UV 3 or above. Children without sunscreen permission will be required to apply their own sunscreen at the same intervals as those with permission</p>	<p>Educators</p> <p>Educators</p>	<p>Prior to leaving the Centre</p> <p>Before leaving the service &amp; reapplied every two hrs.</p>	
General	Wet Weather	Moderate	<p>Children will be reminded to bring their wet weather gear on the excursion. Where possible, the centre will provide wet weather gear, such as umbrellas. When there is wet weather, Educators will direct children to use their wet weather for any outdoor time on the excursion</p> <p>Parents will be reminded to pack wet weather gear as part of the daily requirements section of the vacation care email.</p>	<p>Children, directed by educators</p> <p>Educators and Parents</p>	<p>During briefing, prior to excursion, and whilst on excursion</p> <p>Prior to excursion.</p>	<p>Low</p> <p>Low</p>
Outdoor Play	Outdoor Play	Extreme	<p>Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.</p>	<p>Children directed by Educators.</p>	<p>This will be planned prior to leaving the service, when UV rating is reviewed during WHS check</p>	<p>Low</p>

General	Toilet Supervision	High	Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Children will be accompanied at all times when entering the restroom area and educators to position themselves close to the entry door. Children will be sent to the restroom in groups of 2 to 3.	Children and Educators	On arrival at the venue and then throughout the day before group use by children.	Low
General- multiple Educators on Excursion	Serious injuries to a child	Moderate	Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre.	Children and Educators	During excursion	Low

General- multiple Educators on Excursion	Serious injury to a staff member	Moderate	Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre	Educators	During excursion	Low
Eating & Drinking on Excursion	Choking whilst drinking and/or eating	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
Eating & Drinking on Excursion	Food Allergies	Extreme	<p>Children's allergies will be attached to the risk assessment for review by all educators on the excursion, as part of reviewing the risk assessment. Child specific medication will be taken on the excursion in case it is required by a child, along with general centre based medication.</p> <p>Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service as part of the daily requirements section of the vacation care email.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p>	Low

			Children will be asked about their morning tea and lunches prior to the excursion to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Prior to excursion.	
Riding on Bus	Seatbelts/Restraints	High	* Requirements for seatbelts or safety restraints in NSW (on proposed transport): Required to be worn, where fitted - Mandatory from October 1st, 2020	Children directed by educators	During Excursion	Low
Riding on Bus	Injury from sudden braking	High	Children will be reminded to sit while travelling on the bus and to face towards the direction of travel	Educators	During Excursion	Low
Riding on Bus	Boarding and Disembarking off bus	High	<p>Children will be reminded to watch their step when getting on and off the bus at the stops.</p> <p>When entering the bus, children will be seated and a headcount will be conducted. Once all children have been accounted for the RPD will inform the bus driver and the bus will depart.</p> <p>When exiting the bus, a headcount will be conducted and the children will assemble in a safe and supervised location. The children will remain in two lines and once all children are accounted the bus driver will be informed and the children will move into the venue.</p>	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low

Riding on Bus	Bus breakdown	Low	Where a bus breaks down, the children will remain on the bus until another bus is organized. Once the replacement bus arrives, the children will swap busses. Where remaining on the bus is considered dangerous (due to heat or mechanical reasons), the RPD will locate a safe area to have the children wait for the new bus to arrive.	Children and Educators	During excursion	Low
Riding on Bus	Bus Accident	High	<p>If the accident is not serious:</p> <p>On regular road keep children safe by staying on the bus if it is safe to do so.</p> <p>If not, move children to a safe location on footpath or a grass area that is safe and protected from oncoming traffic.</p> <p><i>If the accident is serious:</i></p> <p>Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time.</p> <p>Assess casualties and administer first aid as best you can until emergency help arrives.</p> <p>Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</p> <p>Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents</p>	Educators and Children directed by Educators	During excursion	Low

			Keep children safe by staying on the bus if it is safe to do so.			
Taronga Zoo	Bites / Stings from animals	Moderate	Children will be reminded not to put their fingers through cages, and not to touch animals in enclosures. A first aid kit will be available to every group Educator. Signs will be pointed out to children to remind them of park rules.	Educators	During excursion	Low
Taronga Zoo	Allergies to plants and animals	Moderate	Children will be reminded to wash their hands regularly with soap whilst at the zoo, particularly after touching any animals that are available for petting.	Children, directed by educators	During Excursion	Low
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators as well as zoo staff and volunteers hold WWCC.	Educators	During Excursion	Low
Riding on Bus	COVID-19 Transmission	High	<p>Prior to embarking bus to travel to the venue, the Glenorie staff will ensure all railings will be cleaned. The bus will not be utilised by anyone in between travel to venue and back to the centre.</p> <p>Children will all wash and/or santiise hands prior to getting on the bus.</p> <p>Educators will carry hand sanitiser to be used under supervision on the bus only, in the case of a child sneezing/coughing or otherwise needing to clean their hands.</p> <p>Children will be reminded to cough or sneeze into their elbow as required, then sanitise their hands.</p>	<p>Glenorie bus staff</p> <p>Children lead by educators</p> <p>Educators</p> <p>Children lead by educators</p>	<p>Before getting on bus</p> <p>Whilst on Bus</p> <p>Whilst on Bus</p> <p>Briefed before excursion</p>	Moderate



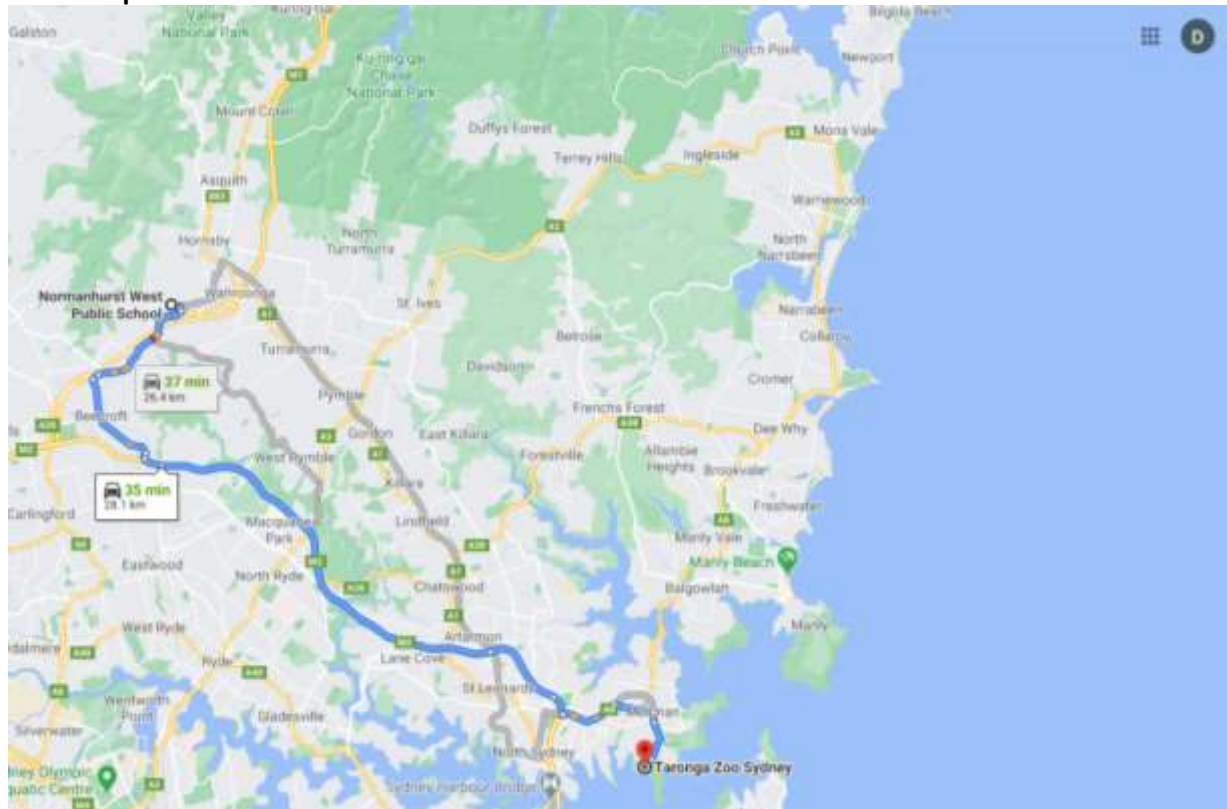
## Risk Benefit Analysis

Risk	Benefit
*COVID-19 Transmission	* Development of social skills & expected behaviours when with other people of the community
* Lost Child	* Continue to develop relationships with key Educators whilst on the excursion
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Relaxation and Recreation
* Child Protection issues with members of the public	* Interage groupings to allow for opportunities for leadership and group skills
* Injury to children or staff from slips / trips / falls	* Encourage negotiation and problem solving through children organising their path to traverse the zoo and what to see
* Choking / food allergy issues when consuming food brought from home	* Learn about critically endangered animals and how we can help
* Allergies or injuries from Flora and Fauna at Taronga Zoo	* Learn about FSC and MSC choices and the impacts these choices have on the environment
	* FUN!

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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

## Route Map:



**Exit & Entry of premises  
Via School Gate 5**



**Entry & Exit of venue**

# COVID SAFETY PLAN – SCHOOL EDUCATION

Version 1.3 – 23 October 2020



Taronga is committed to keeping you safe. Our site-wide and education specific COVID Safety Plans have been developed under advice sought from NSW Health, State & Federal Governments, and NSW Department of Education. Safety is our priority and when your school visits Taronga Zoo Sydney, our plans are in place to keep you safe, along with our staff, volunteers, and of course, our animals.

To find out more about what Taronga Zoo is doing to keep you and your students safe during your visit, [visit our website](#). The plan is constantly monitored and will be updated accordingly.

## WHAT WE'RE DOING TO KEEP YOU SAFE

### Wellbeing of Staff, Students, and Guests

- Taronga is a certified COVID Safe location.
- Guests are not permitted to visit Taronga Zoo or stay overnight if it contravenes State or Federal travel restrictions, border closures, and public health orders relating to COVID-19 hotspots.
- Taronga has implemented COVID Safe wardens, staff, additional signage, distance markers and announcements to remind all guests on how to remain COVID safe.
- Taronga's friendly staff all wear masks when interacting with guests.



### Physical Distancing

- Guest capacity is limited each day, all transactions are contactless, keeper talks are offered in an engaging virtual way, and safe distancing is managed across the Zoo site.
- All guests are required to remain at least 1.5m away from fellow guests and staff. School students are not required to be physically distant from each other but must keep a safe 1.5m distance from all guests, staff and other school groups.

### Hygiene & Cleaning

- Taronga is implemented increased cleaning throughout the Zoo, with a focus on food and dining areas, bathrooms, high-frequency contact points, and includes enhanced cleaning in Taronga Education facilities.
- Additional hand washing and hygiene sanitisation stations are readily located throughout the Zoo, including additional sanitisation points in Taronga Education facilities.
- Taronga Education facilities and resources are thoroughly disinfected following each use.

### Record Keeping

- Contact Tracing measures are in place for all guests, staff, volunteers, and contractors at Taronga Zoo. A nominated attending school staff member is required to complete the Excursion Registration Form communicated with them directly from Taronga Education Admin prior to their visit. They are responsible for providing the names and contact details of all participating adults and students if required by NSW Health, in the event of a positive or suspected COVID-19 case.



# COVID SAFETY PLAN – SCHOOL EDUCATION

Version 1.3 – 23 October 2020



## WHAT STAYING COVID SAFE MEANS FOR SCHOOLS

### Wellbeing of Staff, Students, and Guests

- In line with advice for school attendance, staff and students must not attend work/school if they are unwell, including displaying even minor flu-like symptoms. In the event of a student or staff member becoming unwell during the excursion, they will be isolated immediately and provided with PPE. We ask that schools include a strategy for addressing this situation and facilitating student collection in their excursion risk management planning.

### Physical Distancing for School Students and Teachers

- Education Programs are conducted in accordance with NSW Government guidelines on Schools & Childcare. Students do not need to follow adult physical distancing guidelines but a safe physical distance of 1.5m must be maintained between staff and students, including during education workshops. This means that currently, our workshops involve no contact between students and animals.
- When exploring Taronga Zoo, student groups of less than 30 work well. They allow great vantage points and viewing experiences at each precinct and make moving between locations easy and safe.
- Come prepared with strategies if crowding occurs. We ask that supervising teachers and adults monitor that students are being respectful of Taronga guests, ensuring a safe and positive experience for all. Our Taronga staff members are always to provide helpful suggestions to support a great day out for all.

### Hygiene & Cleaning

- While Taronga has provided increased hand sanitisation stations throughout the site, school staff and students are encouraged to bring their own personal hygiene kit, and thoroughly wash hands or sanitise regularly, especially before and after meals.
- Resources, clothing, food and drink should not be shared between students, and staff. Ensure that each individual student has their own water bottle, which can be refilled at stations throughout the Zoo, and adequate sun protection to minimise risk associated with sharing.

## YOUR EXCURSION ARRIVAL EXPERIENCE

The Taronga Education team is committed to making your day at the Zoo as seamless as possible. We have implemented several important changes to our school arrival procedure to assist with streamlining your day.

- Your school will be greeted by a Taronga Education COVID Marshall as you arrive at the main Taronga Entrance Plaza, on Bradleys Head Road, who will assist with getting you prepared for your day. Please remain on your bus with your students until you are met by our team member. This will allow for a smooth disembarking, group mustering and entry into Taronga Zoo. If you are planning your arrival after 10:15am, please notify Taronga Education Admin to ensure a team member is there to meet you.
- We recommend that you deliver all important announcements whilst still on the bus, and have students already seated in their Zoo groups, to allow easy exiting as smaller groups who will then be guided directly into Taronga and to avoid large group mustering outside the Zoo entrance.
- Entry into the Zoo grounds will be managed by your COVID Marshall, to help avoid the crowded, busy area of the main Entrance Plaza. They can happily assist with basic wayfinding and key reference locations once in the Zoo to help get you and your students started on your Taronga experience.

## TARONGA EDUCATION'S TOP COVID SAFE TIPS

- Download the [COVIDsafe app](#).
- Where possible, use the bathroom amenities located at Backyard to Bush/Concert Lawns (Map C5), or the new African Savannah amenities (Map H11), as these allow additional space for group mustering nearby and receive enhanced cleaning specifically for Taronga Education. Downloading the free [Taronga Zoo App](#) is the easiest way to find your way around the Zoo!
- Suggested morning tea/lunch locations are the Concert Lawns (Map D5) and Harbour View Lawns (E15). Both allow space to spread out, and spectacular views. Please remind students to not feed the birds and wildlife.
- If attending a show at Taronga Zoo, be sure to arrive early, be respectful of other guests and maintain 1.5m distance at all times, and follow the guidance of our helpful staff who can assist with escorting you and your students to seating designated for school groups, if not already at capacity.
- Staying in smaller groups improves the Zoo experience for everyone, especially around popular exhibits, food & beverage precincts, and when walking around the Zoo. Did you know that safely staying 1.5m away from others is about the same length as the neck of a giraffe!
- Have fun! Staying COVID safe is everyone's responsibility and Taronga Education appreciate your support in ensuring that Taronga Zoo remains a safe and inspirational location for all!

## TARONGA ZOO SYDNEY - EDUCATION ARRIVAL MAP



Taronga Entrance Plaza and Heritage Arches

School Bus Drop Off Zone