

Tanderra OOSH

Excursion Risk Assessment

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.

Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

Tanderra Out Of School Hours	
Excursion details	
Date of excursion	18.07.2023
Venue / Destination	Sydney Zoo
Venue Phone Number	9622 1644
Proposed activities List all activities that will take place during the excursion	Visiting the park, viewing the animals on display, interacting with animals where possible, eating lunch, purchasing snacks or souvenirs
Pick up location and destination (s) List each location travelled to and from as part of the excursion E.g. the museum, park for lunch and service	Pick up: Tanderra, 14 Raymond Road, Springwood Destination: 700 Great Western Highway, Bungarribee NSW 2767 Departing venue and returning directly to Tanderra

Estimated departure and arrival times and duration of the excursion E.g. from the service to each destination and returning to the service	Depart Tanderra: 10:00am Arrive Sydney Zoo: 11:00am Depart Sydney Zoo: 2:00pm Arrive Springwood: 3.00pm Duration in total: Approx 5 hrs		
Responsible Person on Excursion	Suzanne Allnutt		
Proposed route	See attachment		
Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	Chartered Bus		
Name of Bus Company (if using chartered bus)	Compass Tours info@compasstours.com.au	Phone Number: 9623 6111	
Requirements for seatbelts or safety restraints in your state or territory have been met	Yes Comment: Seatbelts are not required in NSW buses, however we have booked a bus with seat belts		
Number and full names of each adult involved in the excursion E.g. service staff, family members, volunteers	Simone Knox Suzanne Allnutt	Callum Nichols Lilli Wheeler	Molly Boys Pheobe Knox
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required	6 educators will be in attendance. The ratio is sufficient. Each group of 8 children maximum will be allocated to an educator. The supervision is adequate for the children, their skills and abilities. No additional adults with specialised skills are needed. There is an adult present in each group of children who knows the children.		

The number of children involved in the excursion.	41
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below	No
Educator to child ratio, including whether this excursion warrants a higher ratio Provide details in the risk assessment table below	1:7 The staff : child ratio is adequate. We have added an additional educator above the recommended ratio of 1:8 because this is the first excursion for 2 of the educators and we have several children who have higher than average needs.
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for): <p>Leaving Tanderra: Children will assemble at the front or side gate ready to leave. The Responsible Person will (or will delegate another educator to) lead the group in single file out of the gate and onto the bus. The RP (or educator) will count the children as they embark. Other educators will get onto the bus dispersed evenly amongst the group. The Responsible Person will be last onto the bus, ensuring that all children are on the bus and no child remains on the footpath or in Tanderra premises. The RP will mark the roll.</p> <p>Leaving Sydney Zoo: Children will depart after visiting the souvenir shop with their lead educator who will escort them safely to the bus and headcount them as they embark. Once all groups are on the bus, the RP will count all children and mark the roll, thereby ensuring all children are accounted for and no one is left at the park.</p>	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): <p>On arrival at the destination: The Responsible Person will (or will delegate another educator to) wait until the bus fully stops. The RP (or educator) will stand up and lead the children off the bus, lead the group away from the bus to a safe place to wait for the group to assemble. The last educator off the bus will ensure no child remains on the bus. The Responsible Person will count the children into the venue, ensuring that the correct number of children have exited the bus and entered the premises and will mark the roll.</p> <p>On arrival at Tanderra: The Responsible Person will (or will delegate another educator to) wait until the bus fully stops. The RP (or educator) will stand up and lead the children off the bus, lead the group away from the bus and into the front gate or side gate and headcount the children into the front door. The last educator off the bus will ensure no child remains on the bus. The Responsible Person will mark the roll to ensure that all children have entered the premises.</p>	

Excursion checklist – items to be readily available during the excursion

(please tick)

<input type="checkbox"/> First aid kit	<input type="checkbox"/> Centre EpiPen
<input type="checkbox"/> Instant Ice Pack	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult (if applicable)
<input type="checkbox"/> Contact information for each child (including Med Management plans, risk min plans for individual children)	<input type="checkbox"/> Mobile phone (switched ON)
<input type="checkbox"/> Excursion Folder	<input type="checkbox"/> Medication and authorisation for medication for children including children's own medication in their bag (asthma puffers and epipens)
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Hand Sanitiser or other hand washing aid (if no facilities avail at venue) N/A
<input type="checkbox"/> Means of Payment	<input type="checkbox"/> Sick bag

Excursion Readiness Actions - actions to be completed prior to leaving

(please tick)

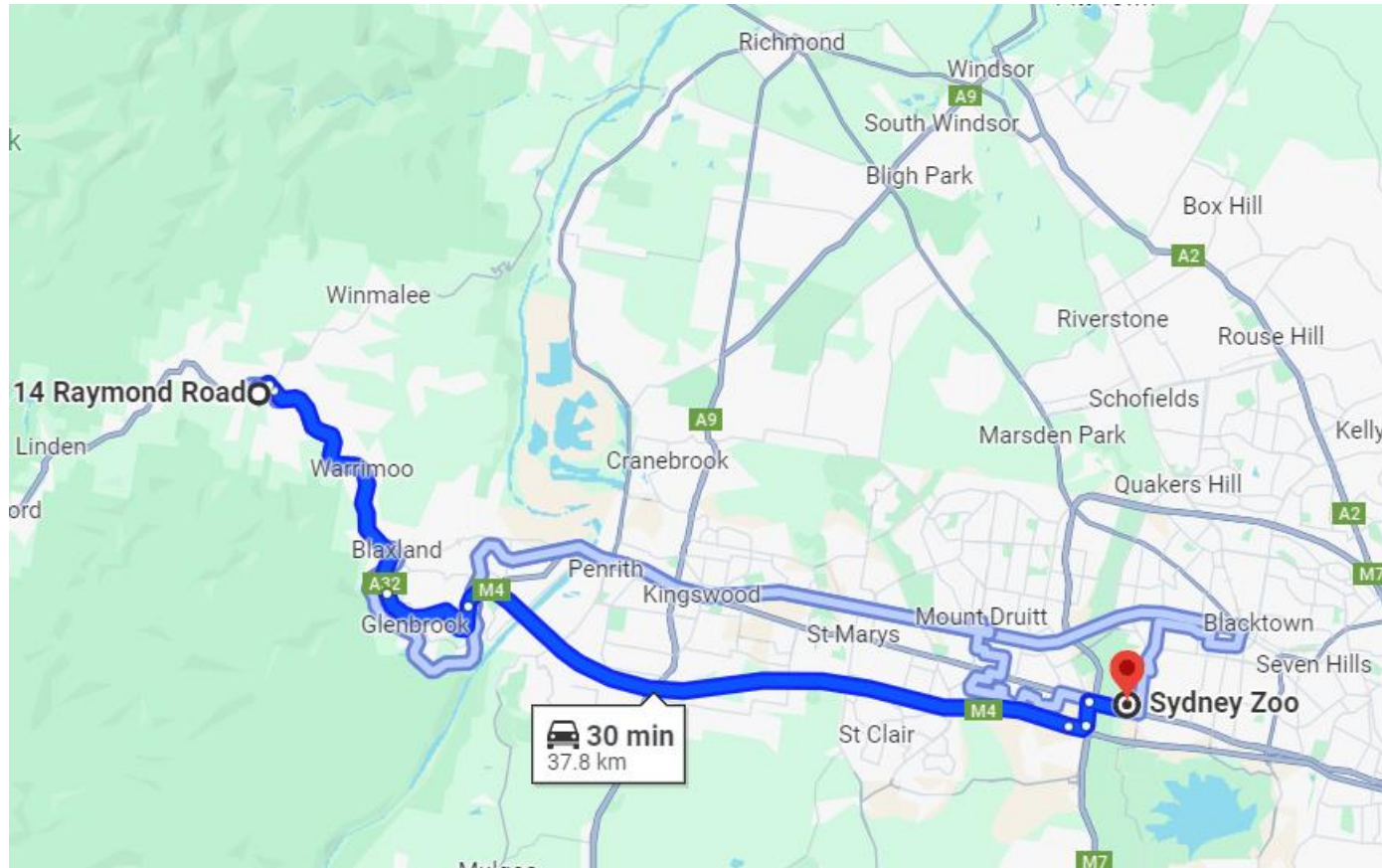
<input type="checkbox"/> All children have been made aware of safety plan, precautions, expectations, boundaries and actions to take if lost	<input type="checkbox"/> The excursion been confirmed with the venue including final numbers of children in attendance
<input type="checkbox"/> An authorisation form has been signed for all children attending	<input type="checkbox"/> All children are wearing Tanderra t-shirts, badges or other means of identification
<input type="checkbox"/> All adults attending have read this Excursion Risk Assessment	<input type="checkbox"/> Answering machine message has been changed to include excursion details, approx. return time and emergency contact number
<input type="checkbox"/> Note has been left on front door including excursion details, approx. return time and emergency contact number	<input type="checkbox"/> Roll has been checked and families of children not yet arrived have been contacted

The table below identifies and assesses risks to the safety, health or wellbeing of children attending the excursion, and specifies how these risks will be managed and minimised [regulation 101(1)]. This includes any risks associated with water-based activities. Note: RP = Responsible Person in charge on excursion


Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Bus Travel	Injury due to sudden stop	High	<ul style="list-style-type: none"> Remind children to stay seated during journey 	RP All educators	During safety talk During transit
Visiting zoo	Getting lost	Medium	<ul style="list-style-type: none"> Inform children of rules and ways to stay safe. Advise meeting point if lost Perform headcounts at regular intervals, every 15 minutes at a minimum. Roll calls will be called at lunch time and prior to leaving Allocate the special care of children particularly vulnerable to wandering away to particular educators Call the additional support worker (Pheobe) if you need assistance to manage a particular situation 	RP All educators RP All educators	During safety talk During visit Prior to leaving During visit
Visiting zoo	Altercation with member of the public	Low	<ul style="list-style-type: none"> Remind children of behaviour needed in public and to seek staff support if needed Supervise children and maintain awareness of children allocated in your group 	RP All educators	During safety talk During visit
Visiting zoo	Injury due to unsafe behaviour such as leaning over and falling into a display area	Medium	<ul style="list-style-type: none"> Remind children to respect all boundaries and fences Supervise children's safety behaviour 	RP All educators	During safety talk During visit

Visiting zoo	Getting sun or heat stroke	Low	<p>Follow sun safety policy. The following points will apply if/when the UV index is 3 or over:</p> <ul style="list-style-type: none"> • Children will wear hats throughout the visit. Any child attending without a hat will be required to take a spare hat from the centre • Limit the amount of direct sunlight children are exposed to during the hottest parts of the day, taking advantage of shade where possible while visiting exhibits and having lunch • Provide sunscreen to apply to exposed skin • Encourage children to drink often to stay hydrated 	RP All educators	During safety talk During visit
Eating lunch and purchased food	Child suffering an allergic reaction to food or substance	High	<ul style="list-style-type: none"> • Instruct children not to share food • Ensure children with known food allergies take epi-pens • Take service epi-pen • Watch children in your group when purchasing who have food allergies • Supervise children as they eat and watch for allergic reactions 	RP All educators	During safety talk Prior to leaving During lunch and when eating
Visiting zoo	Encountering a dangerous individual	High	<ul style="list-style-type: none"> • Children must attend bathroom with another child or educator but not alone • Continuously headcount your group and alert the RP via phone immediately if a child is missing 	All educators	During visit
Arriving at zoo	Getting hit by a car in the carpark	Very High	<ul style="list-style-type: none"> • Keep children behind the front staff member and in from of the last staff member. Don't permit children to go in front of staff while in the carpark • Staff to place themselves at intervals amongst the group while children are getting on and off the bus if there is more than 1 educator with a group of children 	All educators	While arriving and leaving the park

PROPOSED ROUTE:



Plan and Review

Plan prepared by:	Full name: Suzanne Allnutt Signature:  Role/Position: Nominated Supervisor	Date: 17.07.2024
Names of staff consulted:	Simone Knox, Pheobe Knox, Callum Nichols, Molly Boys, Lily Reynolds, Lilli Wheeler	
Communicated to all relevant staff:	Yes Comment if needed: Posted onto staff FB group, signed by each staff member attending	
Vehicle safety information reviewed and attached:	n/a	
Risk assessment to be evaluated and reviewed on: <small>A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a 'regular outing', a risk assessment must be undertaken <i>at least</i> annually.</small>	Date: Next occasion of same excursion	

Staff/Students/Volunteers please sign below to indicate that you have read and understood this Risk Assessment / Management Plan

Name	Signature
Suzanne Allnutt	



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

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

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.

Hazard number	Hazards	Associated Risks	* Risk rating without controls	Controls in place	* Risk rating with controls (Residual risk)
1	Vehicles in carpark upon arrival	Collision with vehicle/run over by vehicle	12	<ul style="list-style-type: none"> • Students supervised when embarking/disembarking from transport vehicles and instructed on safe crossing points by Sydney Zoo staff. (i.e. Pedestrian Crossings) • Speed limit enforced and safety buzzer/light in use for buggies. • Staff will identify themselves with Zoo uniform and safety vests. 	4
2	Many people, management of group	lost students/isolation from group, and large crowds	12	<ul style="list-style-type: none"> • WWCC for all education staff. • Students should be chaperoned at all times within Zoo grounds. • Zoo Workshops are led by a Sydney Zoo educator. • 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. • 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.) • Teachers ensure students behave appropriately and follow instructions at all times. 	4
3	Emergency evacuation or lockdown	Fire, extreme weather event, bomb threat	8	<ul style="list-style-type: none"> • In the event of an emergency, Sydney Zoo staff will be activated to wardens to initiate evacuation, lock down or other procedures. • Students and visiting teachers will listen to and follow instructions from Sydney Zoo wardens. • 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 	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"> • 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. 	
4	Uneven ground, gravel, grass, playground, medical emergencies	Slips, trips and falls, medical emergencies	12	<ul style="list-style-type: none"> • Primary duty of care for students is with the School's attending teachers/ adult helpers. • All attending schools should bring their own first aid kit. • 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. • 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. • 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. 	4
5	Extreme weather	Heat stress/stroke, sunburn, storms, lightning strike, high winds, rain	10	<ul style="list-style-type: none"> • In the event of severe weather, Sydney Zoo's Emergency Response Plan will be enacted. • School's Duty of care responsibility must dictate whether the excursion is to go ahead – option for school to cancel/postpone their visit. • School's advised that appropriate PPE is recommended for excursion – including, rain coats, rest breaks, water, sunscreen, and hats advised. 	1

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

8	Consuming food and beverage available on site	Allergy and food intolerances	10	<ul style="list-style-type: none"> Food and beverage is provided and managed by Sydney Zoo for purchase. Food Safety Standards in place by Sydney Zoo. 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. <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"> Schools to advise educator of any student with anaphylaxis prior to the lesson commencement if it is relevant in the lesson space. 	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"> Coronavirus (COVID-19) safety protocols are in place when required Hand sanitising stations are positioned throughout the zoo Surfaces, bathrooms, tables, and chairs are sanitised regularly No touching signs are placed along any glass enclosure fronts to remind people to reduce touch points 	2
10	Using technology as part of zoo programs	Dropping items, using inappropriately	6	<ul style="list-style-type: none"> Students trained by Sydney Zoo staff to use technology appropriately and safely Students unable to comply will not use technology 	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

