



| Excursion details: Taronga Zoo | | | |
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| Date(s) of Excursion | Friday 19 th July 2019 | Excursion destination | Taronga Zoo Bradley's Head Rd, Mosman 2088 |
| Departure and arrival times | These are approximate times due to train timetabling during school holiday period. Depart Centre: 8.45am Arrive at Taronga Zoo: 9.15am Depart Zoo: 2.45pm Arrive back at NOOSH: 4.00pm | | |
| Proposed activities | Travel by hired bus Exploring the Zoo Listen & participate in educational talks/presentations | Water hazards? Yes/No If yes, detail in risk assessment below. | |
| Method of transport, including proposed route | Catch a hired bus from NOOSH Centre to Taronga Zoo. Bus Parking, car park Walk approx. 20-30 metres to Zoo Entry Turn right onto pennant Hills Rd. Travel 1.2kms Pennant Hills Rd, Turn left to stay on Beecroft Rd, Take ramp left for M2 toward Airport / Lane Cove / Sydney Toll road, At exit Falcon Street Gtwy, take ramp left for A8 toward Manly / Mosman Turn right onto Spofforth St, Turn left onto Holt Ave, Turn right onto Cowles Rd, and then immediately turn left onto Avenue Rd, At roundabout, take 3rd exit onto Canrobert St, At roundabout, take 2nd exit onto Queen St Turn right onto Prince Albert St, Keep straight onto road, Turn left onto road. Arrive at Zoo. | | |
| Name of excursion co-ordinator | Kerri Wickenden | | |
| Contact number of Excursion Co-ordinator | (BH) 0409457758 | (M) 0437 712 178 | |
| Number of children attending excursion | Intended: 60 | Number of educators/parents/volunteers | 7 Educators in total |
| Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details. | 1:10 (1 Extra educator due to children with disability/special needs) | | |

| Excursion checklist | |
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| <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 |

| Risk assessment | | | | | |
|--|--|---------------------------------|--|---|----------------------------------|
| Activity | Hazard identified | Risk assessment (use matrix) | Elimination/control measures | Who | When |
| Travel on bus from Normanhurst Centre to Taronga Zoo | Slips, trips, falls, collisions | Moderate | Walk children, 2 lines in close groups | All Educators | On travel & arrival to the venue |
| Disembarking from Bus into carpark areas | Child may wander/ abscond | Moderate | Educators positioned at front, middle and ends of groups Constant head counts, and checking on children Educators to communicate with one another and the children | All Educators All Educators & Children | |
| Entering the Zoo | Trips, slips, falls, Medical emergency, First aid required | Moderate | Maintain children close in groups. Close supervision Educators encourage children to listen and | All Educators All Children | Whilst entering the Zoo |

| | | | implement appropriate behaviours | | |
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| Walking around the venue of the Zoo | | Moderate Moderate | Have Asthma medication and anaphylactic pens accessible to children with reactions | All educators All children | Whilst walking around the Zoo |
| Contact with flora & Fauna (including animal presented to group, roaming free in habitat) | Animal bite or scratch Disease or allergy Infection (Zoonotic disease) Anaphylactic reaction | Moderate Moderate Moderate High | Restricted access to children and educators Listen and follow instructions and signs of the Zoo personnel Children to only have contact with animals when instructed by Zoo personnel Children to use general hygiene of washing hands and sanitising after contact with animals. First Aid kits on hand | Zoo Staff Educators & Children Educators Children & Educators Educators | Whilst using the Zoo When in close proximity of animals |
| Participating in the educational talks/presentations | Social/emotional well-being Child Protection | Low Moderate | Children to listen to instructions and follow accordingly All Zoo Presenters/teachers have | Educators & Children Zoo Staff | During Zoo presentations/talks |

| | | | | | |
|----------------------------|---|--------------------------------------|---|---|---|
| | Handling of animals | Low | a cleared Working With Children Check Children are instructed how to handle animals appropriately and with respect | Zoo Staff, Educators & Children | |
| Eating Morning Tea & Lunch | Allergy & Food intolerances Disease from animal (Zoonotic disease) Anaphylactic reactions | Moderate Moderate High | Children to bring own food and consume own food only Maintain health & hygiene practices, wash hands, use sanitiser. Seat children separate to others that may be eating foods such as nuts. | Children Children & Educators Children and educators | Whilst eating/drinking beverages at the Zoo |
| Environmental Impacts | Extreme Weather conditions (including heat stress, sun burn, storms, high winds) | Moderate | Follow Zoo's Emergency Action Plan Take stops for children to drink water Children to wear hats and apply sunscreen every 2 hours Seek shade/shelter where appropriate Give time for children to take breaks throughout the day Leave Zoo if extreme weather | The Zoo has an Emergency Action Plan to follow The zoo has toilet facilities and many water fountains available for drinking water Educators & Children | Preparation before Excursion & During excursion |

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|-------------------|-------------------------------------|----------|--|-------------------------------|----------------------|
| Using the toilets | Children using toilets at the venue | Moderate | Children to go in small groups of same gender | All educators All children | Whilst using toilets |
| | Children using toilets at the park | Moderate | Regular head counts and roll calls | | |
| | Missing child | High | Educators to walk children in groups at a time and remain near toilet block area until children have finished. | | |
| | Hygiene | Moderate | | | |
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| Plan prepared by | Kerri Wickenden | | |
| Prepared in consultation with: | Tiyani Fernando, Rachel Warner | | |
| Communicated to: | Tiyani Fernando, Rachel Warner, Alexander Whipp and all educators on the day | | |
| Venue and safety information reviewed and attached | Yes / No Comment if needed: | | |
| Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs. | | | |

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 |