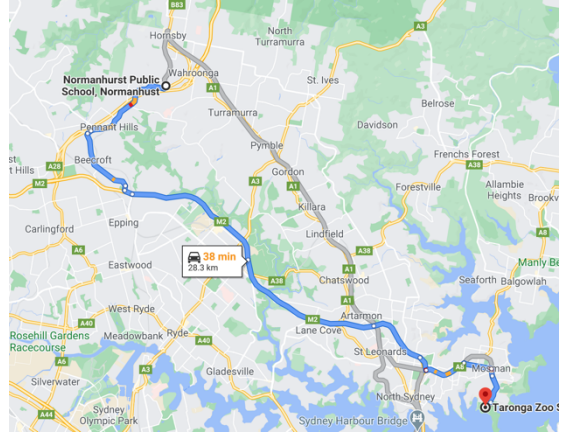


Excursion details: Taronga Zoo			
Date(s) of Excursion	13/1/2021	Excursion destination	Taronga Zoo Bradley's Head Rd, Mosman 2088
Departure and arrival times	Depart Centre: 9:30am	Arrive at Taronga Zoo: 10:30am	Depart Zoo: 2:00pm Arrive back at NOOSH: 3:00pm
Proposed activities	Travel by hired bus Exploring 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	<p>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.</p> <p>Travel time to venue: 1 hour (approx). This may change due to traffic.</p> <p>Seat belts not required in NSW but will be used if available.</p>		

Name of excursion co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	(BH) (02) 9489 0178	(M) 0437 712 178	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	5
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)		
<p>Procedures for:</p> <ul style="list-style-type: none"> - Leaving the centre - Entering and exiting the bus - Entering the venue - Leaving the venue - Entering and exiting the bus - Returning to the centre <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - Prior to the excursion children are divided into groups with an educator assigned to them (max. 10 children per educator) - A roll call is conducted prior to the children leaving the NOOSH building. The excursion coordinator is to ensure they know the number of children who are in our care. - Each educator accompanies their group to the bathroom area, with educator waiting outside. The educator ensures all the children in their group are in their care before walking them to the bus. - The educator counts the children in their group onto the bus. - A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus. - As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items. - We then walk to our destination, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition. - On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children. - Educators are to ensure that they have knowledge of where the children in their group are at all times. - Prior to exiting the venue another roll call & headcount is conducted. - We then walk to our bus, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition. 		

	<ul style="list-style-type: none"> - The educator counts the children in their group onto the bus. - A roll call & headcount is conducted before the bus departs. - When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items. - We then walk to NOOSH, where a roll call & headcount is conducted.
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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

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 implement appropriate behaviours	All Educators All Children	Whilst entering the Zoo
Walking around the venue of the Zoo	Trips, slips, falls, injuries, illness	Moderate Moderate - High Moderate Moderate Moderate High	An educator to lead each group as per child:educator ratio Ensure each member of the group walks, not runs, and stays within sight of an educator Slippery pathways – children may slip on wet pathways especially in the aviaries and rainforest area – warn children and instruct them to walk carefully. Rocks near pathways – children may be tempted to climb and fall/scrape themselves – children are supervised carefully to ensure they do not climb up the rocks Plants near children – spikey plants are near walkways – encourage children to be engaged with the animals and not touch the vegetation Children may be spat at/bitten by an animal – supervision of children undertaken to ensure all zoo rules and signage are followed. Animals to be under the supervision of Taronga zoo,	All educators All children	Whilst walking around the Zoo

	<p>Medical emergencies</p> <p>First aid required</p> <p>Missing child</p>	<p>High</p>	<p>educators to ensure children do not climb enclosures</p> <p>Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions</p> <p>Educators will carry small first aid kits on them</p> <p>Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator</p> <p>Educators will have a walkie talkie to communicate to other staff whilst at the venue</p>	<p>The Coordinator & educators</p> <p>All educators</p> <p>All educators</p>	
<p>Contact with flora & Fauna (including animal presented to group, roaming free in habitat)</p>	<p>Animal bite or scratch</p> <p>Disease or allergy</p> <p>Infection (Zoonotic disease)</p> <p>Anaphylactic reaction</p>	<p>Moderate</p> <p>Moderate</p> <p>Moderate</p> <p>High</p>	<p>Restricted access to animals for children and educators</p> <p>Listen and follow instructions and signs of the Zoo personnel</p> <p>Children to only have contact with animals when instructed by Zoo personnel</p> <p>Children to use general hygiene of washing hands and sanitising after contact with animals.</p> <p>First Aid kits on hand</p>	<p>Zoo Staff</p> <p>Educators & Children</p> <p>Educators</p> <p>Children & Educators</p> <p>Educators</p>	<p>Whilst using the Zoo</p> <p>When in close proximity of animals</p>

Participating in the educational talks/presentations	Social/emotional well-being	Low	Children to listen to instructions and follow accordingly	Educators & Children	During Zoo presentations/talks
	Handling of animals	Low	Children are instructed how to handle animals appropriately and with respect	Zoo personnel, Educators & Children	
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	Make way to nearest suitable emergency exit as directed by zoo staff Seek shade/shelter where appropriate Give time for children to be calm, safe, and secure Leave the Zoo if extreme weather conditions or any critical emergencies The zoo has toilet facilities and shaded areas and some shelter with water fountains available for drinking water	Educators & Children The Zoo personnel	Preparation before Excursion & During excursion
Using the toilets & hand washing	Children using toilets at the venue Children using toilets at the park Missing child Health & Hygiene	Moderate Moderate High Moderate	An Educator to check toilet areas for any hazards before children enter If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area	All educators All children	Whilst using toilets and hand washing areas

			<p>Children to go in small groups of same gender</p> <p>Regular head counts and roll calls</p> <p>Educators to walk children in groups at a time and remain near toilet block area until children have finished</p> <p>Children to always communicate with educators about going to and from the toilets.</p> <p>Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.</p>		
Eating & drinking	<p>Allergy & Food intolerances</p> <p>Disease from animal (Zoonotic disease)</p> <p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</p>	Moderate - High	<p>Ensure educators, children & families are aware of our Food & Nutrition Policy</p> <p>Ensure families are regularly provided with information about food and nutrition</p> <p>Ensure children are seated down whilst eating or drinking</p> <p>Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</p> <p>Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p> <p>The Coordinator & educators</p>	Before the excursion, during the excursion & after the excursion

			<p>Staff are trained in First aid, anaphylaxis and allergy awareness.</p> <p>Ensure all staff are appropriately supervising children when eating and drinking.</p> <p>Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack</p>		
Sun Protection & Dehydration	<p>Sunburn / burns/ infections / illness</p> <p>Sun stroke, dehydration</p>	Moderate	<p>Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p> <p>Ensure that Educators, volunteers & families are aware of our Sun Safety Policy</p> <p>Ensure families pack hats for their children each day</p> <p>Ensure children wear hats as necessary or stay under the shade if UV is over 3</p> <p>Provide shelter where necessary</p> <p>Regularly ensure children have opportunity to get a drink of water</p> <p>Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this)</p> <p>Sunscreen is applied every 2 hours if UV is over 3.</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p>	<p>Before leaving the centre & during the excursion</p>
Covid-19	<p>Illness, infections, hospitalisation, death of child/educator/adult</p>	Moderate - High	<p>Ensure Educators & Families are aware of our Covid-19 Policy & procedure</p>	<p>Coordinator</p>	<p>Throughout the whole day</p>

	<p>Community surroundings</p>		<p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view</p> <p>Educators & families are updated with any new information / updates on Covid-19</p> <p>Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child</p> <p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms</p> <p>If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon</p>	<p>Educators</p> <p>Families and children</p> <p>The Zoo Personnel</p>	
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			<p>as possible. For an adult: they will be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p> <p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are strongly recommended to wear PPE including gloves & face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
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Plan prepared by	Kerri Wickenden	Date: 25/11/20	
Prepared in consultation with:	Rachel Warner		
Communicated to:	All staff		
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