

Venue and Safety Information for School Day and Overnight Excursions

TARONGA ZOO



Venue name	Taronga Zoo		
Location	Bradleys Head Rd, Mosman, NSW Australia 2088		
Phone number	(02) 9978 4578 or (02) 9978 4624	Email	education@zoo.nsw.gov.au
Web address	www.taronga.org.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<i>Hazard (Task or what could cause harm)</i>	<i>Associated risk</i>	<i>Existing risk controls</i>	
DAYTIME VISITS (INCLUDING FULL DAY PROGRAMS AND EDUCATION WORKSHOPS)			
Traffic Hazards and Vehicles – both external and in-grounds vehicle movements	Collision	<p>The School will provide supervision for students embarking/disembarking from transport vehicles and direct students to safe crossing points. (i.e. pedestrian crossings)</p> <p>Taronga Zoo traffic management rules in place including limited movement during daytime hours. Speed limit enforced and safety buzzer/light in use for buggies. All large vehicles are chaperoned by Taronga Zoo Staff to assist with crowd control.</p> <p>Students and teachers will be briefed on potential traffic hazards before accessing Behind the Scenes areas.</p>	

Child Protection	Duty of Care Management (including, lost students/isolation from group, and large crowds)	<p>WWCC existing for all Taronga Zoo Staff and Volunteers.</p> <p>Students should be chaperoned at all times within Taronga Zoo grounds.</p> <p>Taronga Zoo Educational Workshops are led by a trained teacher.</p> <p>Taronga Zoo provides free entry for supervising adults on a ratio of 1:5 for all school stages.</p> <p>Schools to provide supervision as per student needs.</p> <p>Teachers/supervising adults should implement effective supervision strategies (e.g. Name badges, mobile contact number displayed on students, regular roll calls, utilising Taronga Zoo staff in case of emergencies, and pre-planning emergency meeting points).</p> <p>Teachers ensure students behave appropriately and follow instructions at all times.</p>
First Aid and Emergency Response	<p>Slips, Trips, Falls</p> <p>First Aid Required</p> <p>Medical Emergency</p>	<p>Primary Duty of Care is with the School's attending teachers/ adult helpers.</p> <p>All attending schools must bring their own first aid kit.</p> <p>School supervising teachers must be in possession of information on all students' medical needs, including Emergency Response Plans (including Anaphylaxis and Asthma) and Medication.</p> <p>For escalation of Medical Aid, please approach Taronga Zoo staff as Taronga Zoo's Emergency Response Plan can be implemented, which includes Occupational First Aid Responders or Emergency Code Calls, including external communication with emergency services.</p> <p>Students accessing Behind the Scenes areas to be accompanied by Taronga Zoo staff at all times and briefed on safety hazards related to potential trips or slips.</p> <p>Clear, maintained, compacted visitor walkways around all teaching locations.</p> <p>Logs and rocks are low in height and surrounded by mulch and/or grass in outdoor classrooms.</p> <p>Clear instructions given to all visitors before entering teaching locations (e.g. to walk not run, where to walk and potential trip hazards).</p>
Environmental Impacts	Extreme Weather Conditions (incl. Heat stress, Sunburn, Storms, High Winds)	<p>In the event of severe weather, Taronga Zoo's Emergency Response Plan will be enacted.</p> <p>The School's Duty of Care responsibility must dictate whether the excursion is to go ahead – option for school to cancel/postpone their visit.</p> <p>Schools advised that appropriate PPE is recommended for excursion – including, rain coats, rest breaks, water, sunscreen, and hats advised.</p> <p>Water available from drinking fountains throughout the zoo.</p> <p>Teachers should be aware of areas of shelter on zoo grounds.</p> <p>In the event of severe weather and Taronga Zoo enacting its emergency response plan, guests will be directed accordingly to procedure.</p>
Information Centre and Communications	<p>Unprepared for Excursion.</p> <p>Additional attending adults unaware of supervision requirements.</p>	<p>Expectation of the booking School staff member to send information to the relevant parties and attending adults. This information will be emailed to the organising teacher upon booking via e-mail, including Risk Assessment and other relevant site information.</p> <p>Additional information also available on Taronga Zoo Website (www.taronga.org.au)</p>
Contact with Flora and Fauna (including animal presented to group, or roaming free in habitat classroom)	<p>Animal bite or scratch</p> <p>Disease or allergy</p>	<p>Restricted access and instructional signage must be observed by public.</p> <p>First Aid available via Taronga Emergency Response Plan and also by supervising School. (See above: First Aid and Emergency Response)</p> <p>Animals are under the supervision of trained Taronga Zoo staff members or volunteers.</p>

	Infection (Zoonotic disease)	<p>Ample space for animals to retreat if necessary (including human exclusion zone in habitat and outdoor classroom).</p> <p>Animals are conditioned to minimise the potential of biting or scratching.</p> <p>Animals are regularly checked for potential disease.</p> <p>Students are reminded to observe proper hygiene after contact with animals - i.e. washing hands or use antibacterial foam.</p>
Use of Sky Safari Cable Car	<p>Injury during boarding or disembarking</p> <p>Student Misbehaviour</p> <p>First aid in cabin</p>	<p>The Sky Safari Cable Car is managed and operated by an external provider.</p> <p>Access and permission to use is at the discretion of the Sky Safari Cable Car staff, and access can be restricted at any time without prior warning (e.g. weather or safety requirements).</p> <p>Safety procedures in place.</p> <p>Children must be accompanied by an adult or teacher on 1:5 ratio (1 adult: 5 children)</p> <p>Taronga Emergency Response Plan in effect for response to emergencies and first aid.</p>

EVENING AND OVERNIGHT PROGRAMS

Access and Security	<p>Walking to/from bus, ferry and Zoo entrance</p> <p>Unauthorised access</p> <p>Inappropriate and aggressive behaviour,</p> <p>External Risks</p> <p>Slips trips and falls</p> <p>Overnight lights/ low visibility</p> <p>Student Isolation from group</p>	<p>Advance communication re: parking arrangements and supervision – parking available immediately adjacent to footpath, no requirement for students to cross the road.</p> <p>Admission/ access to site for evening and overnight programs is at a specified time with staff supervision. Information is sent to the school staff member who has booked the excursion.</p> <p>Expectation of the School's booking staff member to send information to the relevant parties and attending adults.</p> <p>Taronga Zoo Security is available at all times, contactable via Taronga Zoo staff member radios.</p> <p>School staff or attending adult must inform Taronga Zoo Host to contact security where required.</p> <p>Security staff have been advised of overnight and evening program dates and are aware of access points and movements throughout site.</p> <p>Taronga Zoo Education Programs are drug and alcohol free and supervising adults are reminded of this during safety briefing.</p> <p>Early Leave or Early Entry to program is not available unless in emergency circumstances.</p> <p>Overnight Emergency Action Plan applies for all issues that may be called (including security response).</p> <p>Taronga Zoo Hosts will be escorting the School throughout Taronga Zoo premises, and carry special torches for low-lit areas.</p> <p>Taronga Zoo night lighting is provided in set areas. Torches carried by Taronga Zoo staff to provide lighting on night walks.</p> <p>Behind the Scenes access via supervision of Taronga Zoo staff and appropriate safety briefing provided where necessary.</p> <p>Students and teachers will be briefed on potential traffic hazards before accessing Behind the Scenes areas.</p>
---------------------	---	--

Sleep Over	<p>Limited access to Taronga Zoo staff between hours of 9pm-6am</p> <p>Medical or other Emergency during overnight hours</p> <p>Supervision of students</p>	<p>Safety Induction is performed by Taronga Zoo Hosts on arrival and signed by attending School, outlining Emergency Response Plans and course of action for duration of the excursion. From the hours of 5.15pm – 9pm and 6.30am – 10am next day, Taronga Zoo Hosts will be escorting the school throughout zoo premises.</p> <p>Duty of Care responsibility (including behaviour) is with the School’s teachers/attending adults at all times, but especially during the hours of 9pm-6am AEST. This is communicated at time of booking and also during Safety Induction by Taronga Zoo hosts. Hosts to convey special instruction on communication methods during these hours including access to Taronga Zoo Staff.</p> <p>Providing adequate supervision ratios (male to female) and child protection is the responsibility of the attending school.</p>
Cleaning and Waste	Used and unhygienic facilities	<p>Taronga Zoo Cleaning Department is responsible for the monitoring and emptying of facilities and are advised of all schedules for overnight and evening programs to add into their roster. Taronga Zoo Staff to assist with monitoring site and communication of any issues.</p>
Food and Beverages	<p>Allergy and food intolerances</p> <p>Alcohol consumption</p>	<p>Food and beverage is provided and managed by external contractor Epicure. Food Safety Standards in place as managed by Epicure.</p> <p>School is asked to submit medical and allergy considerations two weeks prior to their overnight excursion. This is then passed to the Contractor (Epicure) for management of food delivery. 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. Alcohol is not provided on the program and any adults found to be under the influence of drugs or alcohol will be asked to leave the premises immediately.</p>
Environmental Impacts	Extreme Weather Conditions (incl. Heat stress, Sunburn, Storms, High Winds)	<p>In the event of severe weather, Taronga Zoo Emergency Action Plan takes effect as to site operations.</p> <p>School’s Duty of Care responsibility must dictate whether the excursion is to go ahead – option for school to cancel/postpone their visit.</p> <p>Schools advised that appropriate PPE is recommended for excursion – including, rain coats, rest breaks, water, sunscreen, and hats advised.</p> <p>Water available from drinking fountains throughout the zoo.</p> <p>Teachers should be aware of areas of shelter on Taronga Zoo grounds.</p> <p>In the event of severe weather and Taronga Zoo enacting its Emergency Response Plan, guests will be directed accordingly to procedure.</p> <p>We reserve the right to change the accommodation location of school groups in the event of extreme weather.</p>
Contact with Flora and Fauna	<p>Animal bite or scratch</p> <p>Disease or allergy</p>	See above

Equipment List any equipment, including personal protective equipment, to be provided for use during the activities/programs.	
First aid supplies available at designated points around the site. These are accessed by designated Taronga First Aid staff.	
First aid team on call at all times during operating hours	
Water is available from drinking fountains throughout the Zoo	Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue</i>	Appropriate clothing, footwear, water and sunscreen advisable
	School's supervising teachers must be in possession of information on all students' medical needs, including Emergency Response Plans (including Anaphylaxis and Asthma) and Medication.
Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	During Workshops, qualified teachers assist School teachers in the supervision of children
	Safety brief is provided to children and teachers prior to lesson/entry into grounds
	In-grounds security, guest services and qualified first aid staff.
Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are employees and others undertaking work (including volunteers) trained to deal with emergency procedures? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Child-related employment	Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If your organisation is registered with an Approved Screening Agency in NSW, have all employees and others undertaking work (including volunteers) undergone employment screening? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.

