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| --- |
| **THE KIDS CASTLE CONTACT NO: 0468 481 604** |
| **PROGRAM/AREA: Reptile Park LOCATION: SOMERSBY WATER HAZARD: No** |
| **DATE: THURSDAY 13 July 2023 NUMBER OF CHILDREN: 45 STAFF: 6 RATIO: 1:10** |
| **PERSON COMPLETING REPORT: Roy Faulkner, DIRECTOR** |
| **IN CONSULTATION WITH: Anna So** |
| **BRIEF BACKGROUND: Director visited the site on numerous occasions & past excursions** |
| **HISTORY OF PREVIOUS INCIDENTS: NONE** |

**RISK ASSESSMENT - AUSTRALIAN REPTILE PARK**

# SECTION 1 – Risk Assessment

| **TASK / ACTIVITY** |  POTENTIAL **HAZARDS &** **CONSEQUENCE** | **PROBABILITY****(Refer** **Probability** **Matrix)**  | **CONTROL MEASURES****(include reference to****legislation, codes and****standards)** |  **WHO IS** **RESPONSIBLE** |  **BY****WHEN** |
| --- | --- | --- | --- | --- | --- |
| 1: Travel on bus | Traffic/Bus – Accident Injury to child/staff while riding bus Injury to child/staff while getting on and off the bus  |   **4D** | * walk when on public transport
* Hold onto handles where available.
* Remain seated whilst vehicle’s in motion.
* Staff First Aid trained
* First Aid Kits available
* Educate children before leaving Centre about appropriate behaviour
* Children advised to take extra care when boarding/disembarking bus.
* Do not exceed the maximum allowance for people on the bus
 | Excursion Coordinator |  On day of excursion |
| 2: General  | Grazes, cuts and bruises due to slips and falls  |  **2B** | * Running only in appropriate areas designated by Staff
* Staff First Aid trained
* First Aid Kits available
* Educate children before arriving at excursion about appropriate behavior
* Staff are educated about the facilities they will be visiting at Staff meeting’s prior to the Holidays ensure that maximum supervision is achieved.
* Follow BE Sharp/SCAN Supervision Techniques.
 |  |  |
| 3.General | Lost Child |  **3D** | • Children wear stickers with centre phone number and in the future KTC excursion t-shirts • Staff do regular head counts to ensure all children are accounted for. • Staff spread themselves out amongst children to ensure that maximum supervision is achieved. • Follow BE Sharp/SCAN Supervision Techniques.  |  |  |
| 4. General | Participant welfare issues such as: toilet facilities, shade, clean water, disabled access  |   **1D** | • Familiarise children with site • Toilets available • Disabled access available • Staff accompany children to bathrooms – at least two children • Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper • Staff not to leave the children alone with members of the public in bathroom  |  |  |
| 5. Sun Protection  | Sunburn, sun stroke, heat stroke  |    **3D** | • All children and staff to apply sunscreen before leaving the centre • All children and staff to wear appropriate clothing • All staff and children to regularly apply sunscreen throughout the day • Spend as much time in the shade as possible i.e. lunch time, whilst waiting for activities etc.  |  |  |
| 6. Dehydration  | Children/staff become dehydrated through lack of water and prolonged heat, sun exposure  |  **2D** | •Ensure all children have a drink bottle or access to drinking water • Encourage regular water intake by stopping activities for a drink  |  |  |
| 7.Food and Diet | Food Allergies |   **1D** | • No food to be purchased by children or TKC Staff. • No sharing of food with children or staff.  |  |  |
| 8. Toilets | Potential to lose children  |   **1D** | •TKC staff to check toilets for hazards and remove them. • Children always to visit toilets in groups accompanied by a TKC staff member.  |  |  |
| **VENUE SPECIFIC**Australian Reptile Park | Slippery floors, trip hazards entering the premises |    **3C** | •Staff to educate children about the potential hazards before arriving at the venue • Children to be grouped together with staff spread out amongst the children to monitor safe entry of the venue • Senior First Aid Training. • Appropriate first aid equipment available.  |  |  |
| 2. Venue open to the public – large crowds  | Lost or missing child | **4E** | •Ensure the children are aware of other members of the public • All Children are wearing TKC excursion T-shirt with centre name and contact details clearly marked on clothing. Children to wear appropriate footwear •Appropriate ratios are enforced. • Roll call, head counts, buddy systems, checklists to be conducted regularly • Adequate supervision at all times including during activity  |  |  |
| 3. Australian Reptile Park | Animal attack (free roaming animals) |  **3C** | * All children to have the rules and expectations of the excursion explained to them before setting off.
* Emphasise that there will be no chasing of the free roaming animals.
* No pulling tails or other actions that may cause distress to the animals and thus result in the animal retaliating.
* Children to be actively supervised at all times
 |  |  |
| 4. SPIDER/REPTILE HOUSE  | Child Welfare – afraid of the dark, the spiders etc causes upset or fear |   **2E** | • Children all sit together • Staff spread evenly amongst children • Always offer a choice between two age appropriate movies for children and families to choose from  |  |  |
| 5. SPIDER/REPTILE HOUSE | Fall/Injury movement in dark  |   **2C** | •Children educated before the movie about staying quiet and walking – never running. * Children must not knock on the glass windows
* Children must remain quiet so as not to scare animals

• Children to can only leave to go to the toilet if accompanied by a buddy and a staff member • Staff spread out amongst the group and monitor and supervise children throughout the excursion  |  |  |
| 6. REPTILE PARK | Falling into animal enclosure |  **3C** | * Children to listen to TKC staff and Park Rangers at all times.
* There is no climbing on the walls
* Active Supervision by all staff at all times.
 |  |  |

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE

‘TKC MASTER RISK CONTROL PLAN’

# SECTION 2 –

# Probability Matrix to be used with TKC Hazard Identification, Assessment and Control Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Consequence** |
| **E – Extreme risk –** detailed action plan required**H - High risk –** needs senior management attention**M – Medium risk –** specify management responsibility**L – Low risk –** manage by routine procedures**High** or **Extreme** risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low** or **Medium**. |  |  | **Public Safety/OHS** | Injuries or ailments not requiring medical treatment. | Minor injury, First Aid Treatment Case or short term medical intervention. | Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation required. | Life threatening or multiple serious injuries causing hospitalization; significant impairment requiring long-term rehabilitation. | Death or multiple life threatening injuries; permanent disability. |
|  |  |  | **Reputation & Image** | Resolved by day-to-day management; internal review.  | Some local press mention, with Senior Management required to prevent escalation. | Some state media mention, with Senior Management required to resolve. | Intense public and national media scrutiny. E.g.: front page headlines, TV, etc; embarrassment for TKC. | Public inquiry or sustained adverse national media coverage; loss of community participation and confidence. |
|  |  |  | **Business Continuity** | Disruption to service capacity for up to half a day | Disruption of services between 1 and 2 days | Disruption of services up to 5 days | Disruption of services up to 1 week | Disruption of services for greater than 1 week |
|  |  |  | **Environment** | Minor effects on biological or physical environment | Moderate, short-term effects, but not affecting ecosystem functions | Serious, medium-term effects. | Serious medium to long-term effects, with some impairment of ecosystem functions | Very serious long-term effects, with significant impairment of ecosystem functions. |
|  |  |  | **Legal/****Contract Management** | Minor complaint, incident or contract issue resolved by Management. | Isolated threat of legal action or threat of loss of contract, resolved by management. | Significant incident with threat of legal action, loss of contract with moderate financial loss & impact to reputation. | Civil law suit laid and/or serious breach of regulation; loss of significant contract & future tenders potentially affected.  | Major law suit and/or criminal charges with prosecution/fines; loss of multiple contracts.  |
|  |  |  | **Financial** | Financial loss up to $100K; minor cost overrun.  | Financial loss between 100 & 250K; cost overrun <5%. | Financial loss between 250 & 500K; cost overrun >5% but <8%. | Financial loss between 500K & 1M; cost overrun >8% but <10%. | Financial loss >1M; cost overrun >10%. |
|  |  |  |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
|  | **Probability:** |  |  | **1** | **2** | **3** | **4** | **5** |
| **Likelihood** | Is expected to occur in most circumstances | **A** | **Almost Certain** | **M** | **H** | **H** | **E** | **E** |
| Will probably occur | **B** | **Likely** | **M** | **M** | **H** | **H** | **Extreme** |
| Might occur at some time in the future | **C** | **Possible** | **L** | **Medium** | **M** | **High** | **E** |
| Could occur but doubtful | **D** | **Unlikely** | **Low** | **M** | **M** | **H** | **H** |
| May occur but only in exceptional circumstances | **E** | **Rare** | **L** | **L** | **M** | **M** | **H** |