

## Risk assessment and management plan – TARONGA ZOO

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.

ACECQA has prepared this template to assist services in undertaking risk assessments before children leave the service premises as part of an excursion, which services may wish to incorporate within their own risk assessment material.

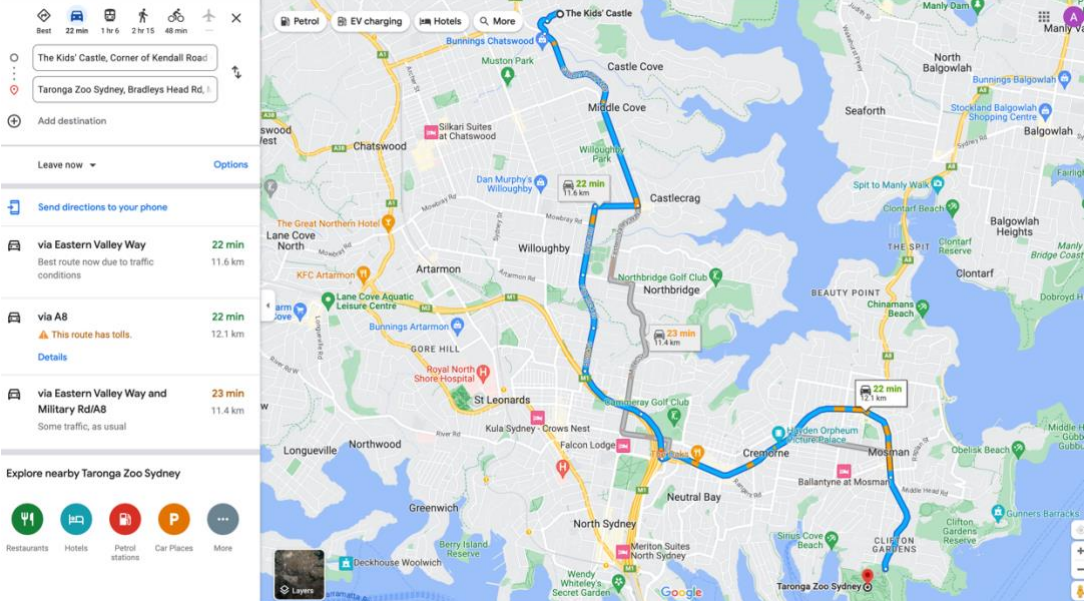
Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

*Note:* A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a *'regular outing\**'.

*\*Regular outing:* means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

## Risk assessment and management template - Excursions

<b>Service Name</b>	The Kids Castle
Excursion details	Taronga Zoo
<b>Date (s) of excursion.</b> If it is a regular outing include a description of when children are to be taken on regular outings.	Monday 25 September 2023
<b>Proposed activities.</b> List all activities that will take place during the excursion.	Walking around the Zoo Visit animal enclosures. Watch animal shows Play at the playground area
<b>Pick up location and destination (s).</b> List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	The Kids' Castle → Taronga Zoo Entrance  Taronga Zoo Entrance → The Kids' Castle
<b>Estimated departure and arrival times and duration of the excursion.</b> E.g., from the service to each destination and returning to the service.	9am Pick up at the Kids Castle (school gate number 6) 9:45am Estimated time of arrival to the Taronga Zoo 3:30pm Pick up at the Taronga Zoo 4:15pm Estimated time of arrival to the Kids Castle

<p><b>Proposed route</b></p> <p>You can include an image of the route sourced online.</p>	
<p><b>Means of transport</b></p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>North Sydney Bus Charter</p> <p><a href="https://northsydneybuscharters.com.au/">https://northsydneybuscharters.com.au/</a></p>
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p>Yes</p>
<p><b>Number and full names of each adult involved in the excursion.</b></p> <p>E.g., service staff, family members, volunteers</p>	<p>Roy Faulkner (Director/Responsible Person on Duty)</p> <p>Anna So (Coordinator)</p> <p>Freya Edge (Educator)</p> <p>Georgia Benn (Educator)</p>

	Lulu Feldman (Educator) Miyako Curtis (Educator) Zoe Lok (Educator)
<b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b>  E.g. for children's individual needs.	As above
<b>The number of children involved in the excursion.</b>	45-60
<b>Any water hazards during the excursion, including any risks associated with water-based activities?</b>  If yes, detail in the risk assessment table below.	No  Comment: There are water inside the animal enclosures and out of bounce area. Children will also be supervised and kept away from these out of bounce areas.
<b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b>  Provide details in the risk assessment table below.	1:10

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):

Educators will be assigned a group of children before leaving the centre. There are two educators per group for the maximum of ten children in a group.

Educators will perform head count when children get on/get off the bus, when they arrive and before they leave a location/show, at break time (morning tea/lunch/afternoon tea), and during activities.

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

Educators will head count the children before and after the children get on/off the bus

#### Excursion checklist – items to be readily available during the excursion

(Please tick)

<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults involved in the excursion
<input checked="" type="checkbox"/> List of children involved in the excursion	<input checked="" type="checkbox"/> Contact information for each adult
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input checked="" type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel on coach/bus by North Sydney Coachline	Traffic/Bus – Accident Injury to child/staff while riding bus  Injury to child/staff while getting on and off the bus	<b>4D</b>	<ul style="list-style-type: none"> <li>walk when on public transport</li> <li>Hold onto handles where available.</li> <li>Remain seated with seatbelt on whilst vehicle's in motion.</li> <li>Staff First Aid trained</li> <li>First Aid Kits available</li> <li>Educate children before leaving Centre about appropriate behaviour</li> <li>Children advised to take extra care when boarding/disembarking bus.</li> </ul>	All Educators	

			<ul style="list-style-type: none"> <li>Do not exceed the maximum allowance for people on the bus</li> </ul>		
Walking around the Zoo	Grazes, cuts and bruises due to slips and falls	<b>3C</b>	<ul style="list-style-type: none"> <li>Running only in appropriate areas designated by Staff</li> <li>Staff First Aid trained</li> <li>First Aid Kits available</li> <li>Educate children before arriving at excursion about appropriate behaviour</li> <li>Staff are educated about the facilities they will be visiting at Staff meeting's prior to the Holidays ensure that maximum supervision is achieved.</li> <li>Follow BE Sharp/SCAN Supervision Techniques.</li> </ul>	All Educators	
Walking around the Zoo/rest time during food break/toilet trips	Lost Child	<b>3D</b>	<ul style="list-style-type: none"> <li>During excursion, all children and staffs must wear a purple bucket hat with TKC logo on the front and centre phone number at the back.</li> <li>Staff do regular head counts to ensure all children are accounted for.</li> <li>Staff spread themselves out amongst children to ensure</li> </ul>	All Educators	

			that maximum supervision is achieved. <ul style="list-style-type: none"> <li>• Follow BE Sharp/SCAN Supervision Techniques.</li> </ul>		
Play at Zoo play equipment/area, including low level water play at Farm playground (Map 3C)	Grazes, cuts and bruises due to slips and falls.	<b>3C</b>	<ul style="list-style-type: none"> <li>• Staff are educated about the facilities they will be visiting at Staff meeting's prior to the Holidays ensure that maximum supervision is achieved.</li> <li>• Educate children before arriving at excursion about appropriate behaviour</li> <li>• At least two educators supervise the play equipment.</li> <li>• One educator to position near the water play area and direct children to play away from that section</li> <li>• Head count and roll call before leaving the play area</li> </ul>		
Sun Protection	Sunburn, sun stroke, heat stroke	<b>3D</b>	<ul style="list-style-type: none"> <li>• All children and staff to apply sunscreen before leaving the centre</li> <li>• All children and staff to wear appropriate clothing</li> </ul>	All Educators	



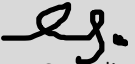
			<ul style="list-style-type: none"> <li>• All staff and children to regularly apply sunscreen throughout the day</li> <li>• Spend as much time in the shade as possible i.e. lunch time, whilst waiting for activities etc.</li> </ul>		
Dehydration	Children/staff become dehydrated through lack of water and prolonged heat, sun exposure	<b>2D</b>	<ul style="list-style-type: none"> <li>• Ensure all children have a drink bottle or access to drinking water</li> <li>• Encourage regular water intake by stopping activities for a drink</li> </ul>		
Food and Diet	Food Allergies	<b>1D</b>	<ul style="list-style-type: none"> <li>• No food to be purchased by children</li> <li>• No sharing of food with children or staff.</li> </ul>		
Toilets	Potential to lose children	<b>1D</b>	<ul style="list-style-type: none"> <li>• TKC staff to check toilets for hazards and remove them.</li> <li>• Children always to visit toilets in groups accompanied by a TKC staff member.</li> </ul>		
Venue open to one the other vacation care group – large crowds	Lost or missing child	<b>4E</b>	<ul style="list-style-type: none"> <li>• Ensure the children are aware of other members of the public</li> <li>• All Children are wearing TKC PURPLE excursion hat</li> </ul>	All Educators	

			<p>with centre name and contact number. Children to wear appropriate footwear</p> <ul style="list-style-type: none"> <li>• Appropriate ratios are enforced.</li> <li>• Roll call, head counts, buddy systems, checklists to be conducted regularly.</li> <li>• Adequate supervision at all times including during activity</li> </ul>		
General	Participant welfare issues such as: toilet facilities, shade, clean water, disabled access	<b>1D</b>	<ul style="list-style-type: none"> <li>• Familiarise children with site</li> <li>• Toilets available</li> <li>• Disabled access available</li> <li>• Staff accompany children to bathrooms – at least two children at a time</li> <li>• Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper</li> </ul> <p>Staff not to leave the children alone with members of the public in bathroom</p>	All Educators	
<b>Please see attached Taronga Zoo Venue and Safety Information for other venue specific risk</b>					

## Risk Matrix

Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate



Plan and Review			
Plan prepared by:	Full name: Anna So Signature:  Role/Position: Coordinator	Date: 21 August 2023	
Prepared in consultation with:	Full name: Roy Faulkner Signature: Role/Position: Director		
Communicated to all relevant staff:	Yes Comment if needed:		
Vehicle safety information reviewed and attached:	Yes Comment if needed: Please see attached document provided by North Sydney Bus Charter on 14 August 2023		
Risk assessment to be evaluated and reviewed on: 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 ' <i>regular outing</i> ', a risk assessment must be undertaken <i>at least</i> annually.	Date: Prior to next excursion to the Taronga Zoo if it is more than 12 months from 25 September 2023.		