

Excursion Risk Assessment

Excursion Destination: Taronga Zoo Sydney, Bradleys Head Road, Mosman NSW 2088

Departure and arrival times: Leave service 9.00am – return to the service by 5pm.

Proposed activities: Travel to venue via chartered bus, walking around the Zoo, watching zoo talks and shows, and visiting the animal enclosures, and return to service via chartered bus.

Method of transport: Chartered bus – Baxters Bus Company.

Proposed Route of excursion: To be determined by bus company, travelling on suitable authorised road

Name of Excursion Coordinator: Rachael Bajo

Number of Children attending excursion: max 55 children

Number of Educators: 7 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio: 1 educator : 8 children

Excursion Checklist: (Please tick off when packed)

- ☐ First aid Kit
- ☐ List of children attending the excursion
- ☐ Medical information for children – Medication for: _____
- ☐ _____
- ☐ _____
- ☐ List of Adults participating in the excursion
- ☐ Contact information for children and adults
- ☐ Mobile phone
- ☐ Photo Camera
- ☐ _____

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus. → Struck by car/bus on road → Trip on uneven footpath	Low Moderate	✓ Ensure enough adults attending to supervise excursion. ✓ Remain on pedestrian pathways and crossing at all times. ✓ Brief children on rules and behaviour prior to excursion.	Vac Care Coordinator All Educators All educators	Prior excursion On excursion Prior Excursion
Road Accident on route to venue or service → Injuries to passengers	Moderate	✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion. ✓ Nobody is to move around the bus when the bus is in motion. ✓ Children are not to distract the driver while the bus is in motion. ✓ Educators are to supervise children at all times to ensure rules are bring followed.	All educators All educators All educators	Prior to Excursion On excursion On excursion On excursion
		<i>If the accident is not serious:</i>		

Road Accident	Moderate	<ul style="list-style-type: none"> ✓ On regular road keep children safe by staying on the bus if it is safe to do so. ✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. ✓ Contact centre and Manager as soon as possible. 	All Educators “ “ Excursion Supervisor	On Excursion “ “ “ “ “ “
	High	<i>If the accident is serious:</i> <ul style="list-style-type: none"> ✓ Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time. ✓ Deal with casualties and administer first aid as best you can until emergency help arrives. ✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. ✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents. 	All Educators “ “ Excursion Supervisor “ “	“ “ “ “ “ “ “ “ “
Mechanical Breakdown	Low	<ul style="list-style-type: none"> ✓ Keep children safe by staying on the bus if it is safe to do so. ✓ If not move children to a safe location protected from oncoming traffic, sun and heat. ✓ Educators to supervise staff to avoid danger until problem is fixed or replacement bus arrives. 	All educators “ “ “ “	On Excursion “ “ “ “ “ “
Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> ✓ Roll call taken before we leave centre and board bus and again when leaving venue and board bus. ✓ Head count taken on a regular basis especially when we are moving from exhibits and boarding bus. 	Excursion Supervisor All Educators	On Excursion “ “ “
Child protection issues	High	<ul style="list-style-type: none"> ✓ Supervision at all times to ensure that at no time driver or member of public is alone with an individual or group of children in our care. ✓ Educator to accompany groups of children to toilets throughout the excursion. 	All Educators “ “	On excursion “ “ “
Weather Conditions → Over exposure to sun → Dehydration → Wet Weather	Moderate Moderate Low	<ul style="list-style-type: none"> ✓ Parents need to be informed that children advising children must have hats, wear the centre shirt with selves, sunscreen and suitable for changing weather conditions. ✓ Check weather forecast for the day of excursion ✓ Ensure all children have a refillable drink bottle. 	Vac Care Coordinater “ “ All Educators	Prior to excursion “ “ “ “ “ “

		<ul style="list-style-type: none"> ✓ Ensure sunscreen is packed and distributed to children throughout the day. ✓ Ensure lunch area is in a well shaded area ✓ Ensure staff and each group have a fully stocked first aid kit. ✓ If wet weather excursion to Taronga Zoo will not go ahead due to lack of shelter – decision to be made by 7:30am 04.10.2012 	Excursion Supervisor “ “ “ “ “ “ Vac Care Coordinator	On Excursion “ “ “ “ “ “ Prior to excursion
Lost child at the Zoo	High	<ul style="list-style-type: none"> ✓ Children should be informed of the rules, to stay with staff at all times and what to do if they become separated from the group. ✓ All children will be in centre T-shirt – which has centre phone number on it and informed that they are to seek out Taronga Zoo staff if they become separated from the group. ✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. 	Excursion Supervisor “ “ “ All educators	On Excursion Prior to Excursion On excursion
Walking through the park → Uneven Footpaths → Tripping and Falling → Exposure to potential allergens	Moderate Moderate Moderate	<ul style="list-style-type: none"> ✓ Enforce rule of no running on footpaths at any time ✓ Any child with potential for allergic reaction should be monitored and kept away from potential exposure. ✓ Children's Allergy medications should be taken on the excursion and kept with the appropriate children at all times. 	Educators “ “ “ “ “ “	On excursion “ “ “ “ “ “
Observing the animals → Bites from Animals	Moderate	<ul style="list-style-type: none"> ✓ Instruct children not to touch any animals in enclosures or put fingers or limbs into enclosures. ✓ Carry a first aid kit ✓ Obey warning signs in park at all times ✓ Children are not to entre exhibit areas. 	Excursion Supervisor Educators “ “ “ “ “ “	On Excursion “ “ “ “ “ “ “ “ “

Plan Prepared By: Rachael Bajo Position: Vacation Care Coordinator

Sign: _____ Date: _____

Prepared in Consultation With: _Gaye Johnson Position: Assistant Manager

Sign: _____ Date: _____