

Excursion Risk Assessment & Benefit Analysis

Sydney Zoo

Date of Excursion: Wednesday 22nd April 2020 (K-2)

Excursion Destination: Sydney Zoo, 700 Great Western Highway, Bungarribee NSW 2767

Departure and arrival times: Leave service 9:00am – return to the service by 3:00pm.

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 64 children

Number of Educators: 8 staff

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

Water Hazard: No Water hazards on this excursion

Specialised skills needed: N/A

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
- _____

RISK BENEFITS LINKED TO MY TOP OUTCOMES: -

Play is great for children's well-being and development. When Planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits.

Outcome 1 – Children have a strong sense of Identity = Through going to the zoo children will be open to new challenges, discoveries and experiences, and be able to confidently explore the environment, assisting us to establish and maintain respectful and trusting relationships with peers and educators. This allows children to '*develop their autonomy, interdependence, resilience and sense of agency*' (1.2) and '*children develop knowledgeable and confident self-identities*' (1.2). Children will be free to express thoughts, feelings and discoveries with peers and educators. It will allow children to spend a large portion of their time with their peers, in a large group situation. This allows children to '*learn to interact in relation to others with care, empathy and respect*' (1.4).

Outcome 2 – Children are connected with and contribute to their world = This excursion will allow children to broaden their understanding of the world in which they live through learning about the animals that we share our planet with, the environment that they live in and what we can do to minimise our impact on them and their habitats. It will allow children to express opinions and engage in discussions that will allow them to investigate ideas, complex concepts and ethical issues that are relevant to their lives and the local community. This will allow '*children to develop a sense of belonging to groups and communities and understanding of the reciprocal rights and responsibilities necessary for active participation* (2.1). In addition to this Children will be able to

'become socially responsible and show respect for the environment' (2.4). The zoo will provide an opportunity for the children to gain knowledge and respect for our natural environment and gain an understanding of the impact that humans can have on other living things. It will allow children to show an appreciation for the natural environment and understand how they can better assist to keep these environments healthy for all living things.

Outcome 4 – Children are confident and involved learners = The Zoo will allow 'Children to develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity' (4.1) as well as allow 'Children to use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating' (4.2). The venue will provide an environment that is flexible and open ended, allowing children to experience a positive sense of self and sense of belonging, developing confidence that will allow children to experiment and explore new ideas not just at the venue but in everyday life. Children will be involved in a variety of experiences that will allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities and skills to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences that they wish to see and engage in as a group. We will be able to make predictions and generalisations about some daily activities they may undertake and what impact that will have on other living things environments. It will provide children with an opportunity to engage in reflective thinking to consider why things happen and what can be learnt from these experiences.

Outcome 5 – Children are effective Communicators = The Zoo will allow children the opportunity to *interact verbally and non-verbally with others for a range of purposes* (5.1) through providing an opportunity for children that will promote social interaction with one another, and allow interaction with others to share new ideas, contribute ideas and join in small and large group discussions. It will provide opportunities for children to engage in sustained conversation with peers and educators about new experiences and Ideas as well as allow them to convey and construct messages with one another for a purpose, with growing confidence.

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	<ul style="list-style-type: none"> ✓ 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	Prior excursion On excursion/Prior Excursion
Boarding and Disembarking from Bus → Trips → Slips → Falls → Missing Child	Medium	<p><i>Boarding the Bus</i></p> <ul style="list-style-type: none"> ✓ One Educator is to board the Bus first and move to back of Bus. ✓ The one educator is to stand at bottom of Bus steps and count children onto the Bus. Excursion Supervisor is to determine who is to do this on the day. ✓ Educators are to board Bus with the children and ensure they are seated and isles are clear of trip hazards. ✓ The last person on the Bus should be the Excursion Supervisor, having checked numbers and ensuring everyone is present and accounted for. <p><i>Disembarking</i></p> <ul style="list-style-type: none"> ✓ One Educator is to stand at bottom of Bus steps to assist children off the Bus. ✓ The Excursion Supervisor needs to direct the children off the bus. ✓ Another Educator is to stand in and appropriate area for children to line up with them when they have disembarked ✓ One Educator is to be last off, they need to check each seat as they walk down the aisle of the Bus to ensure no belongings or children have been left on the Bus and report to Excursion Supervisor all off the bus. 	All Educators " " " " " " " " " " " " " " "	Boarding the Bus Disembarking
Road Accident on route to venue or service → Injuries to passengers	Moderate	<ul style="list-style-type: none"> ✓ 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 All educators	Prior to Excursion On excursion On excursion On excursion

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Road Accident	Moderate	<p><i>If the accident is not serious:</i></p> <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	<p><i>If the accident is serious:</i></p> <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 will begin contacting parents as soon as it is safe to do so. 	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 we arrive at the venue. Roll call is taken before leaving venue and board bus and then again once we have returned to the Service. ✓ Head count taken on a regular basis especially when we are moving around the venue and boarding bus. ✓ Children informed prior to leaving the service of what to do if they become lost from the group. ✓ Children are all provided with a blue excursion shirt which has service contact details on it, to assist staff in maintaining supervision. Shirts are to be worn over all other clothing. 	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 – no child is to go unaccompanied. ✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking, etc.... ✓ Report any suspicious behaviour to excursion supervisor – maintain active supervision at all times. Report to venue Management. 	All Educators “ “ “ “ “ “	On excursion “ “ “ “ “ “ “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Sydney Zoo				
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 – there are water drinking fountains located at the zoo so that children refill their water bottles as needed. ✓ 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. ✓ Wet weather – ensure children have ponchos ✓ In the event of severe weather, Sydney Zoo, will enact an Emergency Response Plan – we will be directed accordingly by Zoo staff to follow the procedure. 	Vac Care Coordinator “ “ All Educators Excursion Supervisor “ “ “ “ “ “ Vac Care Coordinator All Educators	Prior to excursion “ “ “ “ “ “ On Excursion “ “ “ “ “ “ Prior to Excursion “ “ “
Carpark upon arrival and departure → Collision/run over by car	High	<ul style="list-style-type: none"> ✓ Educators to ensure that children are supervised at all times and that they ensure children stay on the footpath and safe crossing areas 	All Educators	On Excursion
Slip/Trip/fall hazards	Moderate	<ul style="list-style-type: none"> ✓ Ensure children take care while walking around venue. ✓ Ensure children follow directions of staff and signs at Venue ✓ Inform venue of any slip/trip/fall hazards ✓ Educators to scan and observe the environment for any potential hazards if any & identify these to children, other educators and venue and event organisers. 	All educators All Educators All Educators	On excursion On excursion On Excursions
Lost child at the Zoo	High	<ul style="list-style-type: none"> ✓ Children will be informed to stay with educators at all times and what to do if they become separated from the group. (Seek out Zoo staff help, ask them to call the number on their t-shirt). ✓ Educators not to leave children unattended at venue and to ensure all children stick together in their group. ✓ All children will be in centre T-shirt – this shirt must be visible – which has centre phone number on it. ✓ Children will be in groups throughout the day, with educators. All educators will be provided with a list of children who are in their group. ✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. ✓ Educators to have service mobile phones on them to ensure communication between groups. 	Excursion Supervisor All Educators Excursion Supervisor All educators “ “ “ “ “ “	On Excursion “ “ “ Prior to Excursion “ “ “ On excursion “ “ “ “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking through Park → Snake/Spider bite	Moderate	<ul style="list-style-type: none"> ✓ Inform children of rules. ✓ Ensure that children stick to the footpaths and cleared walkways ✓ Obey any signs and take note surroundings. ✓ Maintain educator/child ratios at all times. ✓ All groups are to have a fully stocked first aid kit with them and a charged mobile phone. ✓ Ensure there is at least one fully qualified first aid certificate holder in each group 	Excursion Supervisor Educators Educators Excursion Supervisor “ “ “	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 “ “ “ “ “ “ “ “ “
Exposure to Allergens → Food → Asthma → Flora and Fauna	Moderate/ High	<ul style="list-style-type: none"> ✓ Ask parents prior to excursion to detail any allergies, on booking form. Then chase up management plans and Medications required. ✓ Ensure a number of first aid officer and staff trained in anaphylaxis is present on excursion (at least one per group). ✓ Ensure appropriate medication is packed and taken on excursion, along with a list of children with allergies, appropriate plans, and medications. ✓ Ensure all educators are aware who has what allergies, triggers, action plan and medication. ✓ Ensure child/ren with allergies are aware which educator has their medication – so if they are filling unwell, they know who to go to. ✓ Ensure that educator who is holding child’s medication is in the same group as child, and that this Educator has the appropriate qualifications to administer (Asthma/Anaphylaxis). ✓ Ensure educators are vigilant in minimising risk on the day and ensuring children are not, to the best of our ability, exposed to known allergens. ✓ Children are not to buy food from the venue and only eat what is packed by their family from home for the day. 	Vac Care Coordinator “ “ “ Excursion Supervisor Excursion Supervisor Excursion Supervisor “ “ “ All Educators “ “ “	On Excursion Prior to Excursion On Excursion “ “ “ “ “ “ On the day – Prior to leaving service.

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Recess/Lunch and Play Equipment at venue → Trips → Slips → Falls → Chid Protection	High	<ul style="list-style-type: none"> ✓ Educators are to ask children to be seated and provide them with Hand Sanitiser before eating their lunch. Children are to remain seated while eating their recess/lunch. Before using Play Equipment – ✓ In consultation with all Educators, a decision will be made if the area is overcrowded and therefore deemed unsafe for the children to have access to the play equipment. If it is deemed safe to play – ✓ The Educators will explain to the children the safety rules of using the equipment and the out of bound areas. ✓ Children will be informed that if they do not follow all safety rules they will be unable to play on the equipment. ✓ Due to the high level of people in this area All Educators need to be vigilant in watching the children so they don't get lost in the crowd. All children need to have their vacation shirt visible at all times. ✓ Educators are to position themselves and move throughout the play area and around the perimeter to ensure no child leaves the play area and that children are <u>actively supervised</u> at all times. ✓ Through active supervision, Educators are to be aware of the general public approaching our children and intervene if necessary. 	All Educators “ “ “ “ “ “ “ “ “ “	On excursion “ “ “ “ “ “ “ “
Behaviour, inappropriate or unsafe	Low	<ul style="list-style-type: none"> ✓ Children that don't follow the rules set down by the educators, and display behaviour that may affect the safety of themselves or others, will be guided to other activities. 	Educators	On activity day
Inappropriate clothing	Low	<ul style="list-style-type: none"> ✓ Children and families will be reminded prior to the excursion that they need to wear clothing that is appropriate to be walking and moving around in all day. 	Vacation Care Coordinator	Prior to excursion

Plan Prepared By: Rachael Bajo Position: Vacation Care Coordinator/Assistant Manager Date: 18.02.2020