

# Excursion Risk Assessment & Benefit Analysis

## Taronga Zoo

**Date of Excursion:** Tuesday 05<sup>th</sup> July 2022

**Excursion Destination:** Bradleys Head Road, Mosman, NSW 2088

**Departure and arrival times:** Leave service 8:30am – return to the service by 3:30pm

**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"> <li>✓ Ensure enough adults attending to supervise excursion.</li> <li>✓ Remain on pedestrian pathways and crossing at all times.</li> <li>✓ Brief children on rules and behaviour prior to excursion.</li> </ul>	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	<ul style="list-style-type: none"> <li>✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion.</li> <li>✓ Nobody is to move around the bus when the bus is in motion.</li> <li>✓ Children are not to distract the driver while the bus is in motion.</li> <li>✓ Staff to ensure children remain seated at all times.</li> <li>✓ Educators are to supervise children at all times to ensure rules are being followed.</li> </ul>	All educators  All educators  All educators	Prior to Excursion  On excursion On excursion On excursion
Road Accident	Moderate	<p><i>If the accident is not serious:</i></p> <ul style="list-style-type: none"> <li>✓ On regular road keep children safe by staying on the bus if it is safe to do so.</li> </ul>	All Educators	On Excursion

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Road Accident Cont...	High	<ul style="list-style-type: none"> <li>✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic.</li> <li>✓ Contact centre and Manager as soon as possible.</li> <li><i>If the accident is serious:</i></li> <li>✓ 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.</li> <li>✓ Deal with casualties and administer first aid as best you can until emergency help arrives.</li> <li>✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</li> <li>✓ Contact centre and Manager as soon as possible. – Educators will begin contacting parents as soon as it is safe to do so.</li> </ul>	<p>“ “</p> <p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “</p> <p>Excursion Supervisor</p> <p>“ “</p>	<p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
Mechanical Breakdown	Low	<ul style="list-style-type: none"> <li>✓ Keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not move children to a safe location protected from oncoming traffic, sun and heat.</li> <li>✓ Educators to supervise staff to avoid danger until problem is fixed or replacement bus arrives.</li> </ul>	<p>All educators</p> <p>“ “</p> <p>“ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p>
Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> <li>✓ Roll call taken before we leave centre and board bus and again when leaving venue and board bus.</li> <li>✓ Head count taken on a regular basis especially when we are moving from exhibits and boarding bus.</li> <li>✓ Children informed prior to leaving the service of what to do if they become lost from the group.</li> <li>✓ Children all provided with a blue excursion shirt which has service contact details on it, to assist staff in maintaining supervision.</li> <li>✓ Coloured wrist bands provided to identify which service the child belongs to.</li> </ul>	<p>Excursion Supervisor</p> <p>All Educators</p>	<p>On Excursion</p> <p>“ “ “</p>
Child protection issues	High	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied.</li> </ul>	<p>All Educators</p> <p>“ “</p>	<p>On excursion</p> <p>“ “ “</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Child protection issues (Cont...)		<ul style="list-style-type: none"> <li>✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking, etc....</li> <li>✓ Report any suspicious behaviour to excursion supervisor – always maintain active supervision.</li> </ul>	<p>All Educators</p> <p>“ “</p>	<p>On excursion</p> <p>“ “ “</p>
<p>Weather Conditions</p> <p>→ Over exposure to sun</p> <p>→ Dehydration</p> <p>→ Wet Weather</p>	<p>Moderate</p> <p>Moderate</p> <p>Low</p>	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Check weather forecast for the day of excursion</li> <li>✓ Ensure all children have a refillable drink bottle.</li> <li>✓ Ensure sunscreen is packed and distributed to children throughout the day.</li> <li>✓ Ensure lunch area is in a well shaded area</li> <li>✓ Ensure staff and each group have a fully stocked first aid kit.</li> <li>✓ Wet weather – ensure children have ponchos</li> </ul>	<p>Vac Care Coordinator</p> <p>“ “</p> <p>All Educators</p> <p>Excursion Supervisor</p> <p>“ “ “</p> <p>“ “ “</p> <p>Vac Care Coordinator</p>	<p>Prior to excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>Prior to excursion</p>
<b>Taronga ZOO</b>				
Slip/Trip/fall hazards	Moderate	<ul style="list-style-type: none"> <li>✓ Ensure children take care while walking around venue.</li> <li>✓ Ensure children follow directions of staff and signs at Venue</li> <li>✓ Inform venue of any slip/trip/fall hazards</li> <li>✓ Educators to scan and observe the environment for any potential hazards if any &amp; identify these to children, other educators and venue and event organisers.</li> </ul>	<p>All educators</p> <p>All Educators</p> <p>All Educators</p>	<p>On excursion</p> <p>On excursion</p> <p>On Excursions</p>
Lost child at the Zoo	High	<ul style="list-style-type: none"> <li>✓ Children will be informed to stay with educators at all times and what to do if they become separated from the group. Educators not to leave children unattended at venue and to ensure all children stick together in their group.</li> <li>✓ All children will be in centre T-shirt – this shirt must be visible – which has centre phone number on it and informed of what they should do if they become separated from the group.</li> <li>✓ 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.</li> <li>✓ Educators to have service mobile phones on them to ensure ongoing communication between groups</li> </ul>	<p>Excursion Supervisor</p> <p>“ “ “</p> <p>All educators</p>	<p>On Excursion</p> <p>Prior to Excursion</p> <p>On excursion</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking through Park → Snake/Spider bite	Moderate	<ul style="list-style-type: none"> <li>✓ Inform children of rules.</li> <li>✓ Obey any signs and take note surroundings.</li> <li>✓ Maintain educator/child ratios at all times.</li> <li>✓ All groups are to have a fully stocked first aid kit with them and a charged mobile phone.</li> <li>✓ Ensure there is at least one fully qualified first aid certificate holder in each group.</li> </ul>	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"> <li>✓ Enforce rule of no running on footpaths at any time</li> <li>✓ Any child with potential for allergic reaction should be monitored and kept away from potential exposure.</li> <li>✓ Children's Allergy medications should be taken on the excursion and kept with the appropriate children at all times.</li> </ul>	Educators " " "  " " "	On excursion " " "  " " "
Observing the animals → Bites from Animals	Moderate	<ul style="list-style-type: none"> <li>✓ Instruct children not to touch any animals in enclosures or put fingers or limbs into enclosures.</li> <li>✓ Carry a first aid kit</li> <li>✓ Obey warning signs in park at all times</li> <li>✓ Children are not to entre exhibit areas.</li> </ul>	Excursion Supervisor Educators " " " " " "	On Excursion " " " " " " " " "
Exposure to Allergens → Food → Asthma	Moderate/ High	<ul style="list-style-type: none"> <li>✓ Ask parents prior to excursion to detail any allergies, on booking form. Then chase up management plans and Medications required.</li> <li>✓ Ensure first aid officer and staff trained in anaphylaxis is present on excursion</li> <li>✓ Ensure appropriate medication is packed and taken on excursion, along with a list of children with allergies, appropriate plans, and medications.</li> <li>✓ Ensure all educators are aware who has what allergies, triggers, action plan and medication. Where medication is located.</li> <li>✓ Ensure child/ren with allergies are aware which educator has their medication – so if they are feeling 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).</li> <li>✓ 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.</li> </ul>	Service Manager " " " Excursion Supervisor 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
Exposure to Allergens → Food → Asthma CONT...		✓ Children are not to buy food from the venue and only eat what is packed by their family from home for the day.	All Educators	On Excursion
Behaviour, inappropriate or unsafe	Low	✓ 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	✓ 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:** Monday 30<sup>th</sup> May 2022