

PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Department/Section	Taronga Western Plains Zoo				Division (i.e. WCS)	Education			
Risk Assessment Number	TZ25	Date Completed	11.10.2022	Current Version	1.0	Current Version Date	11.10.2022	Next Review Date	10.2023
Risk Assessment Completed By	Kelly Pfeiffer								

Risk Assessment Title: School Education Work Experience – Including Communicable Disease/COVID-19.

Step 1- Identify the Activity/Item

School education work experience (week long) - multiple division around the Zoo

- Unit 1
- Unit 2
- Unit 3
- Unit 4

Taronga Western Plains Zoo Dubbo -Obley Road Dubbo

Step 2- Identify who may be at risk by the activity/item

School students attending work experience (Year 10-12 students) and Taronga Staff

PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Step 3 to 7- Identify the hazards, risks and rate the risks

1. Identify each of the hazards associated with the activity or item
2. List the existing controls and determine a risk rating
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls are used.

Hazard (Task or what could cause harm)	Associated risk	Existing risk controls	Risk rating with existing controls			Additional risk controls <i>Apply the hierarchy of controls</i>	Risk rating with additional controls		
			Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating
Student Work Experience									
Traffic Hazards and Vehicles – both external and in-grounds vehicle movements	Injury as a result of collision	Work experience students will also be briefed on safety surrounding embarking/ disembarking from transport vehicles and instructed on safe crossing points (i.e. pedestrian crossings). This will occur during their induction in the Education Centre and also by the Zoo Keeping team. Taronga traffic management rules in place including a ten kilometer speed limit on circuit.	Low	Unlikely	Moderate				

PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

		<p>Taronga vehicles must use hazard lights when driving backwards on the circuit. Speed limit enforced and safety buzzer/light in use for buggies.</p> <p>Students will be briefed by the Zoo keeping team on potential traffic hazards before accessing behind the scenes areas.</p> <p>All Zoo vehicles are registered and regularly serviced. All Zoo staff operating these vehicles within the Zoo grounds have a current drivers licence.</p>							
No Public Access Areas (Behind the Scenes)	<p>Collision</p> <p>Slips, Trips, Falls</p> <p>First Aid Required</p> <p>Medical Emergency</p>	<p>Students accessing behind the scenes areas to be accompanied by Taronga staff always and briefed on safety hazards related to potential trips or slips.</p> <p>In the event of a medical emergency or first aid requirement please follow the First Aid and Emergency Response procedure.</p>	Low	Unlikely	Moderate				

PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Child Protection & Facilitating work experience placement on division in Zoo grounds	Duty of Care Management (including isolated or lost student).	<p>WWCC existing for all Taronga Staff and Volunteers.</p> <p>Work experience students to always wear their work experience name badge, and utilise Zoo staff in case of emergencies.</p> <p>Students are briefed during induction at the beginning of the week on behaving appropriately and following instructions at all times. They are supervised at all times by the Zoo keeping team.</p> <p>Rostered Keeper supervising student/s would be currently trained in TZ procedures i.e.; Animal Handling, WHS, Emergency response procedures, radio protocol.</p> <p>School and parents are aware that throughout the program students will be working one on one with individual keepers.</p>	Moderate	Unlikely	Moderate			
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Work Health and Safety

WHS F04 WHS Risk Assessment

First Aid and Emergency Response	Slips, Trips, Falls First Aid Required Medical Emergency	<p>School to send work experience coordinator information on all students' medical needs, including Emergency Response Plans (including Anaphylaxis and Asthma) and Medication, prior to student attending work experience. The Education Centre to email WE supervisor with these details prior to placement.</p> <p>Advanced communication that students must bring epipens or equivalent for known allergies.</p> <p>First Aid Officers are on duty within Zoo opening hours. Supervising staff to radio for a qualified first aider to attend to work experience student if required.</p> <p>For escalation of Medical Aid work experience students are to approach Taronga Staff as Taronga's Emergency Response Plan can be implemented, which includes Occupational First Aid Responders or Emergency Code Calls, including external communication with emergency services.</p> <p>In the event that the work experience student receives</p>	Moderate	Likely	High				
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Work Health and Safety

WHS F04 WHS Risk Assessment

		<p>first aid, the Education Centre to be notified by all divisions. The Education Centre will then to make contact with school and parents to inform of any incidents occurring during work experience.</p> <p>Zoo staff to inform Education Centre of any First Aid and Emergency Response needed for work experience students.</p>							
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Work Health and Safety

WHS F04 WHS Risk Assessment

Extreme Weather Conditions	Risk of illness/injury resulting from heat stress, sunburn, poor air quality, extreme rain or flooding	<p>In the event of severe weather, Taronga's Emergency Response Plan will be enacted.</p> <p>School's Duty of care responsibility must dictate whether the student attends work experience on an extreme weather day – option for school to cancel/postpone students' attendance.</p> <p>School's advised that appropriate PPE is recommended for excursion – including, rain coats, rest breaks, water, sunscreen, and hats advised.</p> <p>Water available from drinking fountains throughout the Zoo.</p> <p>Students should be aware of areas of shelter in zoo grounds. In the event of a severe weather and Taronga enacting its emergency response plan. Students will be directed accordingly to procedure.</p> <p>Keepers to modify student activities in response to weather conditions e.g extreme heat.</p>	Low	Unlikely	Moderate				
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Water Safety	Falling in to water, drowning.	Students must acknowledge on their work experience application that they are a confident swimmer. Students not to be left unsupervised around large water bodies. No work experience students are permitted to enter a body of water.	Moderate	Unlikely	Low				
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Work Health and Safety

WHS F04 WHS Risk Assessment

Food Preparation and washing dishes	Food allergy's Cut from sharp object Burns from hot water	Students must provide details of know allergies prior to commencing work experience. Epi pens must be carried at all times. Safety instructions given to students prior to any food preparation. Mesh gloves to be worn at all times by students when preparing food. Students are reminded to observe proper hygiene after contact with any food - i.e. washing hands or use antibacterial foam. When washing up dishes, Students are required to start filling sinks with cold water first before adding any hot water, and when finishing up using a tap, must use cold water to prevent burns. It is recommended they use gloves provided for washing up.	Moderate	Unlikely	Moderate				
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Contact with Flora and Fauna	Animal bite or scratch Disease or allergy	<p>Animals are regularly checked for potential disease. Students to be briefed at the start of the week by education staff at orientation and during their induction to their division by their supervising keeper on appropriate behavior and safety around animals.</p> <p>Animals are under the control and supervision of trained Taronga staff members or volunteers.</p> <p>Animals are regularly checked for potential disease.</p> <p>Animals are conditioned to minimise the potential of biting or scratching.</p> <p>Students briefed prior to entering animal enclosure space about appropriate behaviour and safety.</p> <p>Students are reminded to observe proper hygiene after contact with animals - i.e. washing hands or use antibacterial foam</p> <p>Restricted access and instructional signage must be observed by students.</p>	Moderate	Very Unlikely	Moderate				
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

		First Aid available via trained First Aiders on site and also by supervising school. (See above: First Aid and Emergency Response) Epipen and Asthma puffer carried at all times by students if needed.							
Communication	Work Experience student unprepared for work experience program	Information about the program (including a risk assessment) sent to each schools' work experience coordinator as well as the student attending. Information regarding risk assessment and other relevant site information is available via email or website. Additional information also available on Taronga Website (www.taronga.org.au)	Low	Very Unlikely	Low				
Access to potentially dangerous equipment such as vehicles	Physical injury	No students are to drive any Zoo vehicles.	Low	Very Unlikely	Low				

PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Manual handling	Strain injury	<p>Students are to not lift or move heavy objects. Taronga recommends the lifting capacity for volunteers and students is 15kg.</p> <p>Any load above 20kg must be risk assessed for the individual task and situation; and it is advised that any load in excess of 20kg be moved either by a team lift or mechanical assistance.</p> <p>When carrying loads, volunteers and students must consider the weight, dimension, stability, rigidity, predictability, surface texture, temperature, and whether the load has grips or handles.</p> <p>Keepers demonstrate correct manual handling technique to student to lift objects correctly.</p>	Moderate	Unlikely	Moderate				
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety



WHS F04 WHS Risk Assessment

Communicable Diseases	Spread of Communicable Diseases by staff	<p>Taronga staff must declare all suspected and confirmed cases of communicable disease and directed to self-isolate as appropriate and in accordance with NSW Health.</p> <p>Students and Careers Advisors must declare any suspected or confirmed cases of communicable disease to their school and not attend the excursion/incursion.</p> <p>Taronga staff will follow and implement guidelines and protocols in accordance with Taronga WHS and NSW health in relation to communicable diseases which includes (but is not limited to)-</p> <ul style="list-style-type: none"> - Thoroughly wiping down (with disinfectant) all equipment that work experience students will come in to contact with - Regular hand washing with soap or use of hand sanitiser <p>Revise and modify program manuals and checklists such as SOPs to support program delivery.</p>	Low	Low	Moderate	<p>Program delivery for children/students to be in line with NSW Health guidelines for schools and childcare –</p> <p>https://www.nsw.gov.au/covid-19/education/schools-and-childcare</p> <p>Program delivery will be in line with TWPZ site protocols and COVID-19 Safety Plan for Zoos, Reptile Parks and Aquariums-</p> <p>https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-zoos-reptile-parks-and-aquariums_0.pdf</p> <p>Regular briefings to Educators and GEOs communicating and reinforcing COVID-19 protocols.</p> <p>Staff asked to provide feedback in regards to physical distancing (both for staff and children) and immediately report areas of concern to supervisor and manager.</p>	Low	Very Unlikely	Low
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

		<p>Staff/guests to wear a face mask if required and identified through WHS risk assessment and guidelines.</p> <p> COVID-19 - Wearing Masks S4S 11.pdf</p> <p> S4S - Reusable mask care.pdf</p>							
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety


WHS F04 WHS Risk Assessment

	Spread of Communicable Disease by students/guests	<p>Work Experience students will not attend the site if feeling unwell and will notify Work experience coordinator. Work experience participants must also declare all suspected and confirmed cases of COVID-19 and self-isolate as appropriate and in accordance with NSW Health.</p> <p>Work Experience students will follow guidelines and protocols in accordance with Taronga WHS and NSW health in relation to communicable diseases which includes (but is not limited to);</p> <ul style="list-style-type: none"> - Thoroughly wiping down (with disinfectant) all equipment that students have come in to contact before and after use - Regular hand washing with soap or use of hand sanitiser - Adhering to Taronga guidelines at all times and with staff/adults maintaining 1.5 metres where practical. - Work Experience students will follow the instructions from Taronga staff. <p>If a work experience student is showing flu-like symptoms, they</p>	Low	Unlikely	Moderate	<p>Work Experience programs, operate as per School Education COVID Safety Plan, which is monitored and updated as required by Manager, School Education.</p> <p>Work Experience placements to be in line with NSW Health guidelines for schools and childcare – https://www.nsw.gov.au/covid-19/education/schools-and-childcare</p> <p>Students will enter via security to sign in and ensure correct recording for contact tracing.</p> <p>Work Experience students are asked to follow TWPZ COVID-19 protocols in regards to mask wearing.</p> <p>Work experience program delivery will be in line with TWPZ site protocols and NSW Health Audit Checklist - https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-zoos-reptile-parks-and-aquariums_0.pdf</p> <p>All students will sign a declaration prior to starting work experience stating they have read and understood the procedures and guidelines they must follow when onsite and be encouraged to download the COVIDSafe app.</p>	Low	Very Unlikely	Low
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety


WHS F04 WHS Risk Assessment

		<p>will be immediately quarantined or sent home from the site and will be permitted to return only once well again or if they have been cleared of having COVID-19 if this is a concern.</p> <p>External stakeholders ie; NSW Education staff or Careers Advisors will all access the site through TZ security portal ensuring they have signed in through Corporate Visitor iPad.</p> <p></p> <p>Corporate Visitor Sign-In Instructions.pdf</p> <p>External stakeholders must also declare all suspected and confirmed cases of COVID-19 and self-isolate as appropriate and in accordance with NSW Health.</p> <p>External stakeholders/guests will declare if they live in an identified hotspot and if they have been COVID tested - https://www.nsw.gov.au/covid-19/latest-news-and-updates</p> <p>Guests/program participants/external stakeholders to provide COVID negative results if recently tested.</p>				<p>Work Experience students will be reminded throughout the day in regards to good hygiene practices.</p> <p>Students will be required to have breaks outside whenever possible and will follow the COVID indoor protocol whenever taking breaks indoors.</p> <p>External stakeholders must adhere to staff procedures and follow instructions from TWPZ staff when accessing communal areas such as kitchens.</p>			
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

		<p>Work Experience students to wear a face mask if required and identified through WHS risk assessment and guidelines.</p> <p> COVID-19 - Wearing Masks S4S 11.pdf</p>						
	Spread of Communicable Diseases by guests and staff, via animal contact	<p>Work experience students will not handle any animals when on work experience.</p> <p>Program modified in delivery to support information and guidelines from Veterinary and Wildlife teams.</p> <p>Hygiene procedures implemented in to program for entering and exiting animal exhibits, eg hand sanitising at each entry/exit point.</p> <p>Staff to carry/have easy access hand sanitiser throughout program delivery.</p>	Low	Very Unlikely	Low			
An educator, student, or supervising teacher is diagnosed to be COVID-19 Positive after attending school education program	Spread of Communicable Diseases	<p>The immediate response, notifications, communications, ability to close areas of TWPZ in totality with no notice and the ability to identify guests, staff, students and contractor's onsite on any given day are all planned and appropriate measures will be implemented.</p>	Low	Mod	<p>Execute SOP in the event of an educator / guest being diagnosed to be COVID-19 "positive" after attending the program.</p>	Low	Very unlikely	Low

PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Risk of Zoonotic disease eg Ringworm, Salmonella	Infection due to Zoonotic disease	Clear instructions given by staff during every workshop (e.g. wash hands once leaving the area, especially before food and point out closest hand washing facilities) Consistent adherence to standard husbandry procedures (e.g. animal handling training, hygiene, quarantine procedures, staff ensure up-to-date-knowledge and communication of animal health, control of pests)	Moderate	Highly Improbable	Low				
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Adverse group/individual behaviour	Uncontrolled work experience students could lead to adverse animal behaviour (e.g. scratch/bite during encounters) or physical injury to the individual or others.	<p>Clear instructions by Education Centre at the beginning of the week during induction and Taronga staff when students are in their divisions.</p> <p>Clear communication that any mis behavior will result in the work experience student being asked to leave the zoo and their Careers advisor will be called to notify them that the student will not be allowed back for the remainder of the placement</p> <p>Consistent behaviour management (including removing visitors from area if necessary)</p> <p>Ample space for animals to retreat if necessary (including human exclusion zone)</p> <p>In the event of adverse behaviour Taronga staff are to contact the Education Centre who will contact the careers advisors and parents.</p>	Insignificant	Very Unlikely	Low				
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PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Risk Matrix					
A Risk Matrix quantifies the level of risk or risk rating. Once risk rating has been established control measures should then be identified, agreed upon and implemented in accordance as part of the risk control plan. To calculate the risk, consider the following: a) What is the worst possible consequence of this hazard/incident? b) What is the likelihood of this occurring?					
	Consequence				
Likelihood	Insignificant	Low	Moderate	Major	Severe
Very likely	Low	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Unlikely	Low	Moderate	Moderate	High	High
Very unlikely	Low	Low	Moderate	Moderate	High
Highly Improbable	Low	Low	Low	Moderate	Moderate
Extreme Risk	High Risk	Moderate Risk	Low Risk		
Immediate priority. Require Exec approval	Must be treated within 24 hours	Should be treated within 14 days (AFARP)	Within 28 days (if possible) or demonstrate that it is not reasonably practicable to achieve further minimization of the risk		

Hierarchy of Control		
Control measures must be determined according to the “Hierarchy of Control” system described below. Controls must not: a) Replace one hazard while creating another of equal or greater risk b) Reduce the quality and standard of the final objective		
Working down the hierarchy of control, apply the most effective control to each identified hazard to reduce the risk rating as far as practicable.		
<div>Most effective</div> <div>↑</div> <div>↓</div> <div>Least effective</div>	Elimination	Remove the hazard completely
	Substitution	Replace the process/ material with a less hazardous option
	Isolation	Separate the hazard from the worker
	Engineering	Redesign the process/equipment
	Administration	Implement a procedure and/or training
	PPE – Personal Protective Equipment	Supply protective clothing and training in its use.

PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment


Consequence	Description	Likelihood	Description	Frequency
Severe	May cause death/s and or severe irreversible disability, and/or permanent ill health (Extremely serious or potential catastrophe) Refer to Enterprise Risk Management Policy for prosecution details	Very Likely	Expected to occur	Likely to occur more than once per year
Major	Extensive or permanent injury requiring hospitalisation/ rehabilitation. Lost time injury > 1 month. (Very serious or very significant) Refer to Enterprise Risk Management Policy for prosecution details	Likely	Probably occur in most circumstances	Likely to occur approximately once per year
Moderate	Injury requiring ongoing medical treatment and/or hospitalisation (Important or significant for the business)	Unlikely	Could occur at some time	May occur once in 5 years
Low	Injury requiring medical attention and no lost time from the workplace (relatively unimportant or small scale)	Very unlikely	Not expected to occur	May occur once every 5-10 years
Insignificant	Minor incident/near miss, first aid treatment, no medical attention required (Unimportant or not material to the business)	Highly improbable	Exceptional circumstances only	Likely to occur with less frequency than once every 10 years

PEOPLE, CULTURE AND SAFETY

Work Health and Safety

WHS F04 WHS Risk Assessment

Step 8- Documentation and supervisor approval

				2/2/2021
Completed by (name)	Signature	Completed by (name)	Signature	Date
		Matt Nelson		2/2/2021
Completed by (name)	Signature	Authorised by (Supervisor/Manager name)	Signature	Date

Director Approval for all 'HIGH' risk rating activities

Approved by: (name)	Director (Division)	Signature	Date
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Step 9- Implementation of the additional risk controls

Indicate briefly what additional risk controls were implemented, when and by whom

Risk control	COVID-19 & Communicable Disease Updates	Date	02/02/2021	Implemented by	M. Nelson & S. McReaddie-Lane
Risk control		Date		Implemented by	

Step 10- Monitor and review the risk controls

It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process or legislation, when an incident occurs or when a cause for concern has arisen. Reviews could also be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.

Reviewed by		Date		Authorised by	
Reviewed by		Date		Authorised by	

Documentation

It is a requirement that legal and advisory documentation that supports this risk assessment be listed. Such documents include Acts, Regulation, Codes of Practices etc