

Taronga Western Plains Zoo

Work Health and Safety

Venue and Safety Information for School Excursions



Venue Name	Taronga Western Plains Zoo Education Centre			Date:	14/02/2018
Location	Obley Road, Dubbo NSW 2830				
Phone Number	02 6881 1433	Fax Number	02 6884 4530		
Website	www.taronga.org.au				
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Activity / Program <i>Please List</i>	Recommended age/group/fitness level/prerequisite Skills	Staff accreditation /competence <i>For this activity/program</i>	Potential Risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>	
Walking around exhibit & animal precincts	n/a	First Aid & emergency response trained	Student may lose school group and/or get lost Slip, trip or fall Sunburn, heat stress, dehydration	<ul style="list-style-type: none"> • Ensure students are aware and prepared for walking through a large site. • Ensure students wear appropriate footwear. • Teachers must follow recommended supervision ratios of 1:5 for early stage 1 – stage 1, and 1:10 for Stage 2 and above. • Teachers/supervising adults should implement effective supervision strategies (e.g. Name badges, mobile contact number displayed on students, utilising Zoo staff in case of emergencies, regular roll calls and emergency meeting points). • First aid officers are on duty at all times within the Zoo. • Ensure students are provided with adequate sun protection. • Teachers to be aware of undercover areas in case of hot weather (i.e. Picnic Areas). • Taronga Western Plains Zoo complies with all access requirements for disabled students. 	

Taronga Western Plains Zoo

Work Health and Safety

Venue and Safety Information for School Excursions



Contact with Animals and Plants	n/a	First Aid & emergency response trained	Disease or allergies Animal bite or scratch	<ul style="list-style-type: none"> Animals are always under the control and supervision of trained staff members or volunteers Animals are regularly checked for potential disease Animals are conditioned to minimise the potential of biting Students must wash hands after contact with animals with warm soapy water or use antibacterial foam (available in all classrooms and amenities) Students are advised that they must not enter exhibit areas without approval or supervision 'Do Not Enter' signage is posted in areas which are prohibited by staff, public without proper authority Teachers should bring and be trained in the use of epipens
Water Bodies	n/a	First Aid, & emergency response trained	Drowning Student injury (general)	<ul style="list-style-type: none"> All water bodies are equipped with safety equipment Students required to be supervised at all times near water Students under the age of 5 are not eligible to participate in overnight program. Tents are located in close proximity to unfenced water body.
Traffic Hazards	n/a	First Aid & emergency response trained	Children injured by moving vehicles	<ul style="list-style-type: none"> Traffic speed limit of 10km/h for all vehicles within the zoo Students alight from buses in the designated bus parking areas not directly in front of the Education Centre Designated walking paths to be used by pedestrians
Child Protection	n/a	Working with children compliant		<ul style="list-style-type: none"> All staff (and volunteers) are compliant with working with children requirements
Sleepover Overnight in Tents	n/a	First Aid & emergency response trained	Fire or animal escape Trips/slips/falls Supervision Exposure	<ul style="list-style-type: none"> Students under the age of 5 are not eligible to participate in the program Students are permitted to bring torches for tent use only School advised to provide checklist of attendees Safety and student orientation on arrival (fire muster point, exists etc) Ensuring best possible communication measures (mobiles/radios) Lighting of paths Staff on site overnight in case of emergency Vigilance by teachers and supervising adults on student behaviour
BBQ	n/a	First Aid & food safety trained	Burns	<ul style="list-style-type: none"> Cooking is undertaken by staff only Students are not in the vicinity of BBQs whilst cooking Supervising staff are food safety trained Food safety procedures in place

Taronga Western Plains Zoo

Work Health and Safety

Venue and Safety Information for School Excursions



Food Surfaces and Utensils	n/a	First Aid & food safety trained	Food poisoning	<ul style="list-style-type: none"> Schools to advise of food allergies prior to arrival Commercial quality dishwasher Cleaning schedule Food safety procedures in place
Playground Equipment	n/a	First Aid & emergency response trained	Slips, trips and falls General Injury	<ul style="list-style-type: none"> All equipment undergoes routine maintenance Students to be supervised at all times while using equipment
Alcohol & Smoking	n/a			<ul style="list-style-type: none"> Smoking in zoo grounds is prohibited, however designated smoking area will be provided for adults staying overnight
Medical Emergencies with Children	n/a	First Aid & emergency response trained		<ul style="list-style-type: none"> Staff are first aid trained Operational procedures in place to deal with overnight emergencies with Security response School to have a nominated, qualified teacher for first aid.
Night Walk and Behind the Scenes Tours	n/a	First Aid & emergency response trained	Slips, trips and falls	<ul style="list-style-type: none"> Guests require a level of fitness to complete both evening and morning group walking activities Walks are conducted on uneven, unpaved surfaces Visitors are not to enter behind the scenes areas without approval or supervision by a Zoo Employee Torches will be carried by Zoo staff and supervising adults Behind the scenes area paths are maintained Designated roads/paths used
Showers		First Aid & emergency response trained	Slips Privacy in unisex toilet	<ul style="list-style-type: none"> School groups will have separate times for males and females to shower Teachers to accompany students while using facilities
Campfire		First Aid & emergency response trained	Guest arrival and sitting around the fire Marshmallow toasting Burns Tripping	<ul style="list-style-type: none"> Sufficient lighting in campfire area provided to avoid tripping. Staff are provided with training and a script for staff to instruct guests on safe movement in the area Basic First Aid Kit on site and all staff qualified First Aid Specific metal toasting tongs are provided for marshmallow roasting. The handles of these are plastic, to avoid them getting too hot. Guests are cautioned to be careful with waiting until marshmallows have cooled sufficiently prior to eating Only a small number of toasting forks are given at a time to limit the number of people around the campfire at any given time. Guests are cautioned to be careful moving around the fire pit

Taronga Western Plains Zoo

Work Health and Safety

Venue and Safety Information for School Excursions



Containment		First Aid & emergency response trained	<p>Getting lost/ disoriented Stress/anxiety</p> <p>Cold/shock</p> <p>Slips/trips/falls in the dark</p> <p>Entry onto exhibit</p> <p>Access to behind the scenes areas</p> <p>Accidental contact with on site water bodies</p> <p>Contact with electric fences</p>	<ul style="list-style-type: none"> • Education Staff advise guests during their WHS briefing to stay together as a group and to remain within the compound unless accompanied by a guide • Guides on site overnight, with sleeping accommodation close to access gates • Security currently does a sweep after close, again between 6pm & 12am at night, and again between 12am & 4am early morning at no set time • Animal exhibits are locked with keys that staff do not have access to. Most exhibit entry points are in behind the scenes areas and are difficult to access if you are not aware of where you are going. Many animals are also locked off exhibit at night time • 'No Entry' signs and 'Staff Only' signs are marked throughout behind the scenes areas
-------------	--	--	---	---

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

First aid kits available at designated points around the site	
First aid team on call at all times during operating hours	
Sunscreen is available upon request from First Aid	
Water is available from drinking fountains throughout the Zoo	<p>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Other Requirements</p> <p>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue</p>	<p>Booking confirmation – appropriate clothing, footwear, water and sunscreen advisable</p>
<p>Supervision/Services</p> <p>List services provided by venue including briefings, guided tours, supervision of activities etc</p>	<p>During Workshops, qualified teachers assist school teachers in the supervision of children</p> <p>Safety brief is provided to children and teachers prior to lesson/entry into grounds</p> <p>In-grounds security; guest services; zookeepers and qualified first aid staff</p>

Taronga Western Plains Zoo

Work Health and Safety

Venue and Safety Information for School Excursions



Access	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Child-Related Employment	Are employees and others undertaking work (including volunteers) of your organisation the Commission for Children and Young People Act 1998?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue.