

## Venue and Safety Information for School Work Experience

### TARONGA ZOO



Venue name	Taronga Zoo		
Location	Bradleys Head Rd, Mosman, NSW Australia 2088		
Phone number	(02) 9978 4378	Email	<a href="mailto:vocedtz@zoo.nsw.gov.au">vocedtz@zoo.nsw.gov.au</a>
Web address	<a href="http://www.taronga.org.au">www.taronga.org.au</a>		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<i>Hazard (Task or what could cause harm)</i>	<i>Associated risk</i>	<i>Existing risk controls</i>	
<b>School Education Work Experience</b>			
Traffic Hazards and Vehicles – both external and in-grounds vehicle movements	Collision	Students will be briefed by Taronga Zoo Education Officer on Monday morning on potential traffic hazards before accessing behind the scenes areas. Taronga traffic management rules are in place including a ten kilometre speed limit on circuit. Taronga vehicles must use hazard lights when driving backwards on the circuit. Speed limit enforced and safety buzzer/light in use for buggies.	
No Public Access Areas (Behind the Scenes)	Slips, Trips, Falls First Aid Required Medical Emergency	Students accessing behind the scenes areas to be accompanied by Taronga Zoo staff always and briefed by staff on safety hazards related to potential trips or slips. In the event of a medical emergency or first aid requirement Taronga Zoo staff will follow the First Aid and Emergency Response procedure.	

Child Protection	Duty of Care Management	<p>WWCC existing for all Taronga Zoo Staff and Volunteers.</p> <p>Work experience student provided with name badge at orientation on Monday morning, students are instructed by Taronga Zoo staff to always wear their name badge and utilise Zoo staff in case of emergencies.</p> <p>Students are briefed at the beginning of the week by Zoo Education Officer about behaving appropriately and following instructions at all times in zoo grounds.</p>
First Aid and Emergency Response	<p>Slips, Trips, Falls</p> <p>First Aid Required</p> <p>Medical Emergency</p>	<p>The school will provide the Taronga Zoo 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.</p> <p>The Work Experience Coordinator will pass on the student's medical information to the supervising keepers prior to the placement.</p> <p>Students must bring Epipens or equivalent for known allergies and carry on them at all times.</p> <p>For escalation of Medical Aid Taronga Staff will implement Taronga's Emergency Response Plan, which includes Occupational First Aid Responders or Emergency Code Calls, including external communication with emergency services.</p> <p>Taronga Zoo staff to inform Work Experience Coordinator of any First Aid and Emergency Response needed for work experience students.</p> <p>Supervising staff to radio for a qualified first aider to attend to work experience student if required.</p> <p>Work Experience Coordinators responsibility to make contact with the school and parents to inform of any incidents occurring during work experience.</p>
Environmental Impacts	Extreme Weather Conditions (incl. heat stress, sunburn, storms, high winds)	<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>Schools and students advised by email prior to placement that appropriate PPE is recommended for work experience placement – including rain coats, rest breaks, water, sunscreen, and hats.</p> <p>Water available from drinking fountains throughout the Zoo.</p> <p>Students should be aware of areas of shelter in zoo grounds, Taronga Zoo maps can be used to locate areas of shade and Taronga Staff will assist if needed.</p>
Marine Mammal Division - Water Safety	Falling into water, drowning.	<p>Students must acknowledge on their work experience application that they are a confident swimmer prior to being placed on the Marine division.</p> <p>Students will not to be left unsupervised around large water bodies.</p> <p>No work experience students are permitted to enter a body of water.</p>
Food Preparation and washing dishes	<p>Food allergy</p> <p>Cut from sharp object</p> <p>Burns from hot water</p>	<p>Students must provide details of known allergies prior to commencing work experience.</p> <p>Epipens must be carried at all times by students.</p> <p>Safety instructions will be given to students prior to any food preparation by their supervising Taronga Zoo keeper.</p> <p>Mesh gloves will be worn at all times by students when preparing food.</p>
Contact with Flora and Fauna	<p>Animal bite or scratch</p> <p>Disease or allergy</p>	<p>Students briefed at the start of the week by Zoo Education Officer during Monday morning 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 WHS e.g. Hand Washing.</p>

Use of Sky Safari Cable Car	<p>Injury during boarding or disembarking</p> <p>Student Misbehaviour</p> <p>First aid in cabin</p>	<p>The Sky Safari Cable Car is managed and operated by an external provider. Access and permission to use is at the discretion of the Sky Safari Cable Car staff, and access can be restricted at any time without prior warning (e.g. weather or safety requirements). Safety procedures in place.</p> <p>Taronga Emergency Response Plan in effect for response to emergencies and first aid.</p>
Access to potentially dangerous equipment such as vehicles	Physical injury	No students are to drive any Taronga Zoo vehicle.
Manual handling	Strain injury	<p>Students are not to 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 by Taronga Zoo staff.</p>
Communicable Disease	Spread of communicable disease by <b>staff</b>	<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 Teachers 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"> <li>-Thoroughly wiping down (with disinfectant) all equipment that guests will come in to contact with</li> <li>-Regular hand washing with soap or use of hand sanitiser</li> </ul> <p>Revise and modify program manuals and checklists such as SOPs to support program delivery. Staff/guests to wear a face mask if required and identified through WHS risk assessment and guidelines.</p> <p>Program delivery for children/students to be in line with NSW Health guidelines for schools and childcare – <a href="https://www.nsw.gov.au/covid-19/education/schools-and-childcare">https://www.nsw.gov.au/covid-19/education/schools-and-childcare</a></p> <p>Program delivery will be in line with TZ site protocols and COVID-19 Safety Plan for Zoos, Reptile Parks and Aquariums- <a href="https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-zoos-reptile-parks-and-aquariums_0.pdf">https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-zoos-reptile-parks-and-aquariums_0.pdf</a></p> <p>Regular briefings to Taronga Zoo staff communicating and reinforcing COVID-19 protocols. Staff asked to provide feedback in regards to physical distancing and immediately report areas of concern to supervisor and manager.</p>
Communicable Disease	Spread of communicable disease by <b>students/guests</b>	<p>Students will not attend the site if feeling unwell and will notify Education Admin. Work Experience students must also declare all suspected and confirmed cases of COVID-19 and self-isolate as appropriate and in accordance with NSW Health.</p> <p>Taronga Zoo staff 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"> <li>-Thoroughly wiping down (with disinfectant) all equipment that they have come in to contact before and after use</li> <li>-Regular hand washing with soap or use of hand sanitiser</li> <li>-Adhering to Education guidelines at all times and with staff/adults maintaining 1.5 metres where practical.</li> <li>-All guests will follow the instructions from TZ staff.</li> </ul>

	<p>If a student/guest is showing flu-like symptoms, they 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 must also declare all suspected and confirmed cases of COVID-19 and self-isolate as appropriate and in accordance with NSW Health.</p> <p>Guests will all register online either through QR codes, security portal or web link to ensure correct recording for contact tracing.</p> <p>Students participating in work experience program may be encouraged to bring a mask but not mandatory.</p> <p>Students will be briefed on arrival to education activity (eg Workshop, meeting, etc) to ensure they are aware of guidelines and requirements.</p> <p>Students, supervising teachers and guests will be reminded throughout the day in regards to good hygiene practices.</p> <p>Students and supervising teachers will not access communal Taronga staff areas such as lunch areas and kitchens</p>
<b>Equipment</b> List any equipment, including personal protective equipment, to be provided for use during the activities/programs.	
First aid supplies available at designated points around the site. These are accessed by designated Taronga First Aid staff.	Mesh Gloves will be provided for food preparation
First aid team on call at all times during operating hours	
Water is available from drinking fountains throughout the Zoo	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"/>
<b>Other requirements</b> <i>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</i>	Mandatory- Appropriate clothing, enclosed shoes, hat, water and sunscreen.
	Taronga Zoo supervising keepers must be in possession of information on all students' medical needs, including Emergency Response Plans (including Anaphylaxis and Asthma) and Medication, this information must be provided to Taronga Zoo prior to placement by the School.
<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	During placement work experience students will be supervised by Taronga Zoo staff.
	Safety briefing is provided during orientation prior to students entering into zoo grounds. Further safety briefing by Taronga Zoo keepers on each division.
	In-grounds security, guest services and qualified first aid staff.
<b>Access</b>	Area 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"/>
<b>Emergencies</b>	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 procedures?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First Aid</b>	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"/>
<b>Child-related employment</b>	Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by 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.**

