

Venue and safety information for school and overnight excursions

TARONGA ZOO



Venue name	Taronga Zoo		
Location	Bradleys Head Rd Mosman		
Phone number	(02) 9978 4578	Email	education@zoo.nsw.gov.au
Web address	www.taronga.org.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Hazard (Task or what could cause harm)	Associated risk	Existing risk controls	
DAYTIME VISITS			
Traffic Hazards and Vehicles – both external and in-grounds vehicle movements	Collision	<p>Students must be supervised when embarking/disembarking from transport vehicles and instructed on safe crossing points. (I.e. Pedestrian Crossings)</p> <p>Taronga traffic management rules in place incl. limited movement during daytime hours. Speed limit enforced and safety buzzer/light in use for buggies. All large vehicles are chaperoned by Taronga Staff to assist with crowd control.</p> <p>Students and teachers will be briefed on potential traffic hazards before accessing Behind the Scenes areas.</p>	

Child Protection	Duty of Care Management (including, lost students/isolation from group, and large crowds)	<p>WWCC existing for all Taronga Staff and Volunteers.</p> <p>Students should be chaperoned at all times within Zoo grounds.</p> <p>Zoo Workshops are led by a trained teacher.</p> <p>Taronga recommends a supervision ratio of 1:5 for ES1-Stage 1 Students, and 1:10 for Stage 2 and above (including Tertiary groups) A 1:1 Ratio for Special Needs students is recommended.</p> <p>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.)</p> <p>Teachers ensure students behave appropriately and follow instructions at all times (including those of Taronga Staff).</p>
First Aid and Emergency Response	<p>Slips, Trips, Falls</p> <p>First Aid Required</p> <p>Medical Emergency</p>	<p>Primary duty of care is with the School's attending teachers/ adult helpers.</p> <p>All attending schools should bring their own first aid kit.</p> <p>School's supervising teachers must be in possession of information on all students' medical needs, including Emergency Response Plans (including Anaphylaxis and Asthma) and Medication.</p> <p>For escalation of Medical Aid, please 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>Students accessing behind the scenes areas to be accompanied by Taronga staff at all times and briefed on safety hazards related to potential trips or slips.</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 excursion is to go ahead – option for school to cancel/postpone their visit.</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>Teachers should be aware of areas of shelter in zoo grounds.</p> <p>In the event of severe weather and Taronga enacting its emergency response plan guests will be directed accordingly to procedure.</p>
Information Centre and Communications	<p>Unprepared for Excursion.</p> <p>Additional attending adults unaware of supervision requirements.</p>	<p>Information sent to the school staff who has booked the excursion.</p> <p>Expectation of the booking school staff member to send information to the relevant parties and attending adults.</p> <p>Information provided to School's teachers upon booking via e-mail, including risk assessment and other relevant site information.</p> <p>Additional information also available on Taronga Website (www.taronga.org.au)</p>
Contact with Flora and Fauna	<p>Animal bite or scratch</p> <p>Disease or allergy</p>	<p>Animals are under the 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 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 public.</p> <p>First Aid available via Taronga Emergency Response Plan and also by supervising school. (See above: First Aid and Emergency Response)</p> <p>Students accessing behind the scenes areas to be accompanied by Taronga staff at all times and briefed on safety hazards related to potential trips or slips.</p>
Use of Sky Safari Cable Car	<p>Injury during boarding or disembarking</p> <p>Student Misbehavior</p> <p>First aid in cabin</p>	<p>The Sky Safari Cable Car is managed and operated by an external provider.</p> <p>Access and permission to use is at the Cable Car staff's discretion at any time without prior warning (e.g weather or safety requirement)</p> <p>Safety procedures in place.</p> <p>Children must be accompanied by an adult or teacher on 1:5 ratio.</p> <p>Taronga Emergency Response Plan in effect for response to emergencies and first aid.</p>
EVENING AND OVERNIGHT PROGRAMS		
Access and Security	<p>Unauthorised access</p> <p>Inappropriate and aggressive behaviour,</p> <p>External Risks</p> <p>Slips trips and falls</p> <p>Overnight lights/ low visibility</p> <p>Student Isolation from group</p>	<p>Admission/ access to site for evening and overnight programs is at a specified time with staff supervision. Information is sent to the school staff who has booked the excursion. Expectation of the school's booking staff member to send information to the relevant parties and attending adults.</p> <p>TZ Security is available at all times, contactable via Taronga Staff member radios. School Staff or attending adult must inform Taronga Host to contact security where required.</p> <p>Security have been advised of overnight and evening program dates and are aware of access points and movements throughout site.</p> <p>Education Programs are Drug and Alcohol Free and supervising adults are reminded of this during safety briefing.</p> <p>Early Leave or Early Entry to program is not available unless in emergency circumstances.</p> <p>Overnight emergency action plan applies for all issues that may be called (including security response).</p> <p>Taronga Hosts will be escorting school throughout zoo premises, and carry special torches for low-lit areas.</p> <p>Zoo night lighting is provided in set areas.</p> <p>Behind the scenes access via supervision of TZ staff and appropriate safety briefing provided where necessary.</p>
Sleep Over	<p>Limited access to TZ staff between hours of 9pm-6am</p> <p>Medical or other Emergency during overnight hours</p>	<p>Safety Induction is performed by Taronga Hosts on arrival and signed by attending school, outlining emergency response plans and course of action for duration of the excursion.</p> <p>From the hours of 5.15pm – 9pm and 6.30am – 9am next day, Taronga Hosts will be escorting school throughout zoo premises.</p> <p>Duty of care responsibility (including behaviour) is with the School's teachers/attending adults at all times, but especially during the hours of 9pm-6am AEST. This is communicated at time of booking and</p>

	Supervision of students	also during Safety induction by Taronga Hosts. Hosts to convey special instruction on communication methods during these hours including access to Zoo Staff. Providing adequate supervision ratios (male to female) and child protection is the responsibility of the attending school.
Cleaning and Waste	Used and unhygienic facilities	TZ Cleaning Dept. responsible for the monitoring and emptying of facilities. Department are also advised of overnight and evening programs schedule to work into their roster. TZ Staff to assist with monitoring site and communication of any issues.
Food and Beverages	Allergy and food intolerances Alcohol consumption	Food and beverage is provided and managed by external contractor Epicure. Food Safety Standards in place as managed by Epicure. School is asked to submit medical and allergy considerations two weeks prior to their overnight excursion. This is then passed to the Contractor (Epicure) for management of food delivery. School's supervising teachers must be in possession of information on all students' medical needs, such as Anaphylaxis, Asthma and Medication and have appropriate control measures in place. Alcohol is not provided on the program and any adults found to be under the influence of drugs or alcohol will be asked to leave the premises immediately.
Environmental Impacts	Extreme Weather Conditions (incl. Heat stress, Sunburn, Storms, High Winds)	In the event of severe weather Taronga's Emergency action plan takes effect as to site operations. School's Duty of care responsibility must dictate whether the excursion is to go ahead – option for school to cancel/postpone their visit. School's advised that appropriate PPE is recommended for excursion – including, rain coats, rest breaks, water, sunscreen, and hats advised. Water available from drinking fountains throughout the zoo. Teachers should be aware of areas of shelter in zoo grounds. In the event of a severe weather and Taronga enacting its emergency response plan. Guests will be directed accordingly to procedure.
Use of Sky Safari Cable Car	Injury during boarding or disembarking Student Misbehaviour First aid in cabin	The Sky Safari Cable Car is managed and operated by an external provider. Access and permission to use is at the Cable Car staff's discretion at any time without prior warning (e.g weather or safety requirement) Safety procedures in place. Children must be accompanied by an adult or teacher on 1:5 ratio. Taronga Emergency Action Plan in effect for response to emergencies and first aid.
Contact with Flora and Fauna	Animal bite or scratch Disease or allergy	Animals are under the supervision of trained Taronga staff members or volunteers. Animals are regularly checked for potential disease Animals are conditioned to minimise the potential of biting or scratching Students are reminded to observe proper hygiene after contact with animals - i.e. washing hands or use antibacterial foam Restricted access and instructional signage must be observed by public. First Aid available via Taronga Emergency Response Plan and also by supervising school. (See above: First Aid and Emergency Response)

Equipment	
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
First aid supplies available at designated points around the site. These are accessed by designated Taronga First Aid staff.	
First aid team on call at all times during operating hours	
Water is available from drinking fountains throughout the Zoo	<i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other requirements <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>	Appropriate clothing, footwear, water and sunscreen advisable
	School's supervising teachers must be in possession of information on all students' medical needs, including Emergency Response Plans (including Anaphylaxis and Asthma) and Medication.
Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	During Workshops, qualified teachers assist School teachers in the supervision of children
	Safety brief is provided to children and teachers prior to lesson/entry into grounds
	In-grounds security, guest services and qualified first aid staff.
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 procedures? 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 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 forms? 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. If this information changes, the venue will advise the Department of Education and Communities and provide an update.

