



Epping Heights OSHC

Out of School Hours Care

ABN: 83 425 978 102

Ph: 02 9869 0602

128 Kent Street, Epping, 2121, NSW

Email: eppingheightsoosh@hotmail.com

Website: www.eppingheightsoosh.com.au

Vacation Care Risk Assessment

Name of Day: Australian Reptile Park

Date: 1/10/19

Number of children: 75

Which risk assessment safety points are relevant for today?

☐ Adventure Play ☒ Animals ☐ Art & Craft / Creative activities

☒ Bushland/Water environments ☒ Children with additional needs

☐ Food & Cooking ☐ Media & Entertainment ☐ Sport/Physical activity

☐ Water Play ☒ Excursion travel

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes ☒ No ☐

If yes, please record name of staff member conducting site visit as well as the date of the visit. Jessica Morrison, 08/9/19.

Is there a site-specific risk assessment for the venue? Yes ☒ No ☐

If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.



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RISK ASSESSMENT FORM TEMPLATE

| Potential Hazard | Who is at Risk? | Existing control measures | Risk Rating | Preventative Measures | Responsibilities |
|--|------------------------|---|--------------------|---|---|
| <p>Movement to and from transport</p> <p>Which includes risks such as: Possible interaction with the public, potential to trip/fall and possible hit by a vehicle.</p> | Children | <ul style="list-style-type: none"> - Active supervision of children - Staff aim to be in 1- 10 ratio with children - Staff and children briefed on excursion etiquette and procedure | 4 | <ul style="list-style-type: none"> - Briefing children prior of excursion etiquette. - Ensure children are adequately dressed: appropriate footwear, shoelaces are tied etc. - Use of handrails - Staff to be briefed on transport times/type of transport/proceedings - Ensuring an appropriate behaviour is maintained at all times. | <ul style="list-style-type: none"> - To ensure that children are reminded to walk to the transport sensibly and to ensure they are not running around. - Staff to ensure first aid kits are taken - Staff to actively supervise children |
| <p>Coach transport</p> <p>Which includes risks such as: boarding the transport, vehicle accident whilst on the road,</p> | Children | <ul style="list-style-type: none"> - Active supervision - Hire a coach with seatbelts - Ensure adequate number of staff are present for the excursion and in ratio. - Ensure the driver operating the vehicle has the appropriate license and insurance - Ensure there are enough seats on | 3 | <ul style="list-style-type: none"> - Prompt children prior to travel of expected behaviour and protocol - Ensure staff are actively supervising and continually monitoring children whilst travelling. - Ensure the vehicle has adequate provisions for additional needs - Continually enforce rules and behaviour expectations. | <ul style="list-style-type: none"> - To prompt children prior to the excursion on expected behaviour - Enforce excursion rules - Continually |



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| | | <p>the bus to cater for staff and children present on the excursion</p> <ul style="list-style-type: none"> - Vehicle to be appropriate for the needs of the group e.g. wheelchair access, no. Of seats etc. | | | <p>monitor and actively supervise children whilst travelling</p> <ul style="list-style-type: none"> - |
| <p>Observing the animals</p> <p>Including: animals out of cages, open enclosures/fencing.</p> | Children | <ul style="list-style-type: none"> - Instruct children prior on etiquette around animals (i.e. not to touch the animals), except when appropriate (i.e. with handlers or during activities) - Staff to carry a first aid kit at all times - Locate and advise all educators of the location of the first aid bay - Work in smaller groups, in ratio to avoid overwhelming animals and overcrowding - Strict supervision of behaviour and noise control, especially around animals. | 3-4 | <ul style="list-style-type: none"> - Prompt children prior to excursion of rules around animals and expectations when in the vicinity of animals. This includes expected behaviour around animals walking around the vicinity and open enclosures/fencing) - Staff to hold current first aid certificates and carry a first aid kit at all times. - Staff to be in ratio with children. - Staff to be aware of first aid bay within the park (located at Reception). - Staff to liaise with children and organise an easy and noticeable point in the park where children should go to if they become lost. | <ul style="list-style-type: none"> - Staff to hold current first aid qualifications and carry a first aid bag. - Staff to be in ratio with children and work in small groups. - Staff to be aware of first aid bay - Staff to liaise with children regarding procedure if they are to become lost and organise a place |



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| | | | | | in the park for the children to go to in this instance. |
| Handling animals- bites from animals, | Children | <ul style="list-style-type: none"> - Instruct students on expected behaviour and rules around the handling of animals. - Instruct and ensure children are listening and respectful to Featherdale staff at all times. - Ensure all staff carry first aid and first aid qualified. | 4 | <ul style="list-style-type: none"> - Prompt students prior to handling animals on expected behaviour and rules. - Instruct children to be respectful and listen to Featherdale staff at all times. - Children to handle animals in smaller groups to ensure the animals are not overwhelmed and noise levels are kept to a minimum. - Staff to carry first aid kit with them at all times. | <ul style="list-style-type: none"> - Staff to continually monitor behaviour and ensure noise levels are kept to a minimum. - Staff to carry a first aid kit at all times. |
| Potential exposure to allergens | Children and Staff | <ul style="list-style-type: none"> - Let children, parents and staff know that in caring for animals and plants in the park a number of products are used (e.g. nuts and nut products). - Educators are to ensure that correct medication for children with allergies is brought to the excursion. - Educators are to be competent in | 5 | <ul style="list-style-type: none"> - Ensure children are briefed on the day to let educators know if they feel as if they are having a reaction/not feeling well. - Educators to monitor children with allergies closely throughout the day. | <ul style="list-style-type: none"> - Staff to monitor children with allergies closely - Staff to carry first aid bags at all times and ensure they know where the first aid bay is. |



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| | | <ul style="list-style-type: none"> - their first aid training and have first aid certificates - Staff to have knowledge of where first aid bay is located. | | | located. |
| Running water and rocks. | Children | <ul style="list-style-type: none"> - Instruct children to remain on pathways and follow directions dictated by the park. - Prompt children on expected behaviour prior to the excursion. | 4 | <ul style="list-style-type: none"> - Instruct children prior to the excursion to remain on pathways and follow directions dictated by the park. - Prompt children on expected behaviour and rules. - Ensure children are actively supervised and in ratio with staff. | <ul style="list-style-type: none"> - Staff to monitor behaviour and actively supervise - Staff to carry a first aid bag at all times. - Staff to prompt children prior to the excursion to remain on pathways. |
| Walking around the ARP- slips and falls This could be due to: Uneven pathways, water enclosures (wet pavement), stairs and other trip | Children | <ul style="list-style-type: none"> - Instruct children on behaviour and manner expected in the park. | 4 | <ul style="list-style-type: none"> - Educators to reinforce and maintain expected behaviour - Educators to explain ARP expected behaviour when walking through the park. - Educators and children to ensure shoelaces are tied, children are walking on designated paths and in a sensible manner. - Educators supplied with map of park prior to visit and advised of rules prior. | <ul style="list-style-type: none"> - Staff to ensure children behave in accordance with the rules described at the beginning of the day - Staff to |



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| hazards such as rocks). | | | | | be responsible, actively supervise and ensure that they have a first aid kit at all times. |
| Weather Conditions Including: Wet weather, over-exposure to the sun and dehydration. | Children | <ul style="list-style-type: none"> - Prior to the excursion advise parents to dress children appropriately with sleeves, hats, sunscreen and clothing that is appropriate for changing weather conditions. - Check that each child has a water bottle prior to leaving for the park and ensure children are continually drinking water. - Check weather forecast prior to the day of the excursion and on the day of the excursion. - Ensure all staff members carry first aid kits. | 4 | <ul style="list-style-type: none"> - Ensure children are wearing sunscreen, hats and appropriate clothing prior to leaving for the excursion. - Ensure children are continually drinking water throughout the day. | <ul style="list-style-type: none"> - Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats. - Ensure all staff are carrying first aid kits. |
| Walking in ARP- lost children/children left | Children | <ul style="list-style-type: none"> - Children and parents prompted on expected child behaviour | 5 | <ul style="list-style-type: none"> - Regular headcount methods are to be implemented by all educators. | <ul style="list-style-type: none"> - Ensure that all children are |



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| behind | | <ul style="list-style-type: none"> - prior to the day of the excursion. - Regular headcount methods are to be implemented by all educators. | | <ul style="list-style-type: none"> - Creation of a meeting point for children to recognize/find their way to if they get lost. - Consistent communication with other staff members, groups and children. - Staff are to be in a 1 to 8 ratio with children during the day. | <ul style="list-style-type: none"> - account ed for througho ut the day. - Consiste nt commun ication between staff member. |
| Drowning | Children | <ul style="list-style-type: none"> - Children be briefed on etiquette and on ARP rules - Adequate supervision at all times. | 4 | <ul style="list-style-type: none"> - Educators are to reiterate expected behaviour and conduct around park facilities and animals. - Educators are to actively supervise children - Staff are to conduct regular headcounts to ensure that all children are accounted for. | <ul style="list-style-type: none"> - Enforce behaviour rules - Effective communication with children around water systems - Active supervision |
| Interaction with public | Children | <ul style="list-style-type: none"> - Children to be prompted prior to excursion of etiquette when interacting with members of the public. - Staff to continually monitor children and do head counts regularly to ensure all children are accounted for. | 4 | <ul style="list-style-type: none"> - Children to be instructed prior to the excursion of expected behaviour in public places. - Staff to monitor children and continually head count to ensure all children are present. | <ul style="list-style-type: none"> - Staff to prompt children prior to the excursion of etiquette - Staff to actively supervise and monitor children - Staff to do head counts often to |



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| | | | | | ensure all children are accounted for. |
| Access to facilities | Children | <ul style="list-style-type: none"> - Ensure appropriate toilet facilities are present. - Appropriate access for children with additional needs. | 5 | <ul style="list-style-type: none"> - Prior to excursion staff member to liaise and visit Featherdale to ensure adequate facilities are present. - Staff to ensure children are taken to the bathroom when needed. | <ul style="list-style-type: none"> - Staff to visit park prior to the excursion and ensure facilities are appropriate. |
| Playground-fall/physical injury | Children | <ul style="list-style-type: none"> - Explanation of playground rules are to be given to children prior to the excursion. - Active supervision - | 3 | <ul style="list-style-type: none"> - Educators to reiterate rules on arrival to park - Children are to obey warning signs | <ul style="list-style-type: none"> - Staff are to actively supervise children at all times - Staff are to be aware of the first aid station. - Staff are to carry first aid bags at all times |



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Risk Assessment Matrix

| Consequences / Impact | Probability / Likelihood | | | |
|---|--|---|---|--|
| | Very Likely Could happen at any time | Likely Could happen some time | Unlikely Could happen but very rare | Very unlikely Could happen but probably never will |
| VERY HIGH - Kill or cause permanent disability or ill health | 1 | 1 | 2 | 3 |
| HIGH - Long term illness or serious injury | 1 | 2 | 3 | 4 |
| MEDIUM - Medical attention and several days' off work | 2 | 3 | 4 | 5 |
| LOW - First Aid required and no time off work | 3 | 4 | 5 | 6 |

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-Centre day and 1:10 for an excursion day, please not this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment:

THE AUSTRALIAN REPTILE PARK

OH&S RISK ANALYSIS FORM

Task: School Excursion to ARP

Consultation Group: Liz Vella, Tim Faulkner, Scott Ryan, Alex Vella,

Section: Education

Date Completed: July 2017

Signatures:

Review Time: July 2020

ASSESSMENT

| PROCESS | HAZARD | MATRIX CONSEQUENCES | MATRIX PROBABILITY | MATRIX RISK RATING | CONTROL MEASURES TO MINIMISE THE RISK | ACTION REQUIRED |
|------------------|------------------------------|---------------------|--------------------|--------------------|--|--|
| Transport to ARP | Vehicle Accident | Death / Disability | Medium | 3 | <ul style="list-style-type: none"> • Ensure Vehicle operators have appropriate license(s) & insurance • Check availability of seatbelts • Vehicle to be appropriate for the needs of the group e.g. wheelchair access, no. Of seats etc • Monitor behaviour / enforce rules • Teacher supervision | <ul style="list-style-type: none"> • Policy / Handout to be accessed via website and understood by school prior to visit • Rules to be available on website and need to be explained to students and parents prior to visit. • Rules to be reaffirmed on bus by staff prior to ARP entry. |
| Transport to ARP | Boarding Coach – Slip / Fall | First Aid | High | 4 | <ul style="list-style-type: none"> • Suitable Footwear • Use of handrails • Teacher supervision of | <ul style="list-style-type: none"> • Policy / Handout to be accessed via |

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| | | | | | behaviour | <p>website and understood by school prior to visit</p> <ul style="list-style-type: none"> Rules to be available on website and need to be explained to students and parents prior to visit. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p> |
| Walking to and from transport | Hit by vehicle | Death / Disability | Low | 4 | <ul style="list-style-type: none"> Teacher supervision – enough adult supervision on hand for supervision Position of transport vehicle parking Usher students directly to the reception area Supervisors / Parents understanding of safety rules from ARP before ARP visit | <ul style="list-style-type: none"> Policy / Handout to be accessed via website and understood by school prior to visit Rules to be available on website and need to be explained to students and parents prior to visit. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p> |
| Walking to and from transport | Slips and Falls | First Aid | High | 4 | <ul style="list-style-type: none"> Suitable footwear Teacher / Parent Supervision of orderly behaviour of students – suitable adult:child ratio Maintenance of ARP entrance paths | <ul style="list-style-type: none"> Policy / Handout to be accessed via website and understood by school prior to visit |

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| | | | | | | <ul style="list-style-type: none"> Rules to be available on website and need to be explained to students and parents prior to visit. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p> <ul style="list-style-type: none"> ARP Maint SOPs |
| Weather conditions | Over exposure to Sun / Heat or dehydration | First Aid | High | 4 | <ul style="list-style-type: none"> Notify Schools that parents must be advised of student uniform requirements for changing weather conditions – hats; sleeved shirts, sunscreen etc must be worn. Advise school to check weather forecast for the day of excursion Availability of water Advise schools that each student should carry drinking water Supervising adults advised to carry water and extra sunscreen School advised of first aid station at ARP (reception) | <ul style="list-style-type: none"> Policy / Handout to be accessed via website and understood by school prior to visit Rules to be available on website and need to be explained to students and parents prior to visit. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p> |
| Walking throughout ARP | Slips and Falls | First Aid | High | 4 | <ul style="list-style-type: none"> Teacher / Parents supervision of student behaviour ARP rules explained to students and teacher / parents Schools advised before visit of rules including a map Teachers / Parents supplied with map of park on visit | <ul style="list-style-type: none"> Policy / Handout to be accessed via website and understood by school prior to visit Rules to be available on |

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| | | | | | <ul style="list-style-type: none"> • Advise students and teachers / Parents not to drag feet along walkways • Suitable Footwear | <p>website and need to be explained to students and parents prior to visit.</p> <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p> |
| Walking throughout ARP | Exposure to potential allergens | First Aid | Medium | 5 | <ul style="list-style-type: none"> • Schools advised before their visit to ARP that a variety of products are used to care for the animals and the grounds of ARP. This may include nuts and nut products etc • Schools are advised to closely monitor students with allergies and advise ARP staff before their visit if there are serious allergy conditions in the group • Schools are advised of ARP first aid station (reception) | <ul style="list-style-type: none"> • Policy / Handout to be accessed via website and understood by school prior to visit • Rules to be available on website and need to be explained to students and parents prior to visit. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p> |
| Walking throughout ARP | Injury from Animal | Death or disability | Low | 4 | <ul style="list-style-type: none"> • ARP rules of behaviour explained on arrival • ARP rules of behaviour given to school before visit and advised to give copies to all supervising teachers and parents and explained to students. • ARP advise all supervisors and students of ARP first aid station (reception) • Students and supervising teachers/parents advised to | <ul style="list-style-type: none"> • Policy / Handout to be accessed via website and understood by school prior to visit • Rules to be available on website and need to be explained to students and |

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| | | | | | <ul style="list-style-type: none"> obey warning signs throughout park at all times Teacher / Parent supervision of student whereabouts & behaviour at all times Teacher / Parent ratio to students | <ul style="list-style-type: none"> parents prior to visit. Rules to be reaffirmed on bus by staff prior to ARP entry. |
| Walking throughout ARP | Snake/Spider bite – Captive and wild | Death or disability | Low | 4 | <ul style="list-style-type: none"> School given copy of rules of conduct before visit – including no access to snake pits Exhibit design (no spiders touchable) Teacher / Parent supervision at all times ARP rules explained to students and supervising teachers / parents on arrival at ARP School and supervising teachers advised of ARP first aid station (reception) All supervising teachers / parents are supplied upon arrival with ARP map School given ARP map prior to visiting day ARP paths are maintained regularly Hands off approach to spiders during school shows | <ul style="list-style-type: none"> Policy / Handout to be accessed via website and understood by school prior to visit Rules to be available on website and need to be explained to students and parents prior to visit. Rules to be reaffirmed on bus by staff prior to ARP entry. Spider SOPs ARP maint SOPs School Show SOP |
| Walking throughout ARP | Drowning | Death or Disability | Low | 4 | <ul style="list-style-type: none"> School is given copy of ARP rules before visit including map of ARP Supervising teachers / parents and students are told of ARP rules on arrival Teacher / parent supervision of all students at all times Regular 'head count' of | <ul style="list-style-type: none"> Policy / Handout to be accessed via website and understood by school prior to visit Rules to be available on |

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| | | | | | students | <p>website and need to be explained to students and parents prior to visit.</p> <ul style="list-style-type: none"> Rules to be reaffirmed on bus by staff prior to ARP entry. |
| Walking throughout ARP | Lost child/child left behind | First Aid | Medium | 5 | <ul style="list-style-type: none"> School given copy of ARP rules before visit – student behaviour Supervising teachers / parents and students are told of ARP rules on arrival Regular 'head count' by supervising teacher / parent and before departure. Supervising teacher / parent supervision of students at all times | <ul style="list-style-type: none"> Policy / Handout to be accessed via website and understood by school prior to visit Rules to be available on website and need to be explained to students and parents prior to visit. Rules to be reaffirmed on bus by staff prior to ARP entry. |
| Observe / interact with animals | Zoonoses | Lost Time Injury | Medium | 4 | <ul style="list-style-type: none"> School is given ARP rules before visit including map of ARP Wash station available in Park area Supervising teachers / parents to advise students after animal – student contact Supervising teacher / parent to ensure students wash hands | <ul style="list-style-type: none"> Policy / Handout to be accessed via website and understood by school prior to visit Rules to be available on website and need to be |

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| | | | | | <ul style="list-style-type: none"> before eating • ARP wash station to remain clean and stocked with suitable soap etc • Animal health monitored by ARP staff | <p>explained to students and parents prior to visit.</p> <ul style="list-style-type: none"> • Rules to be reaffirmed on bus by staff prior to ARP entry. • ARP wash station available & maintenance SOPs • ARP animal health SOP |
| Observe /interact with animals | Injury from animal | Death or disability | Medium | 3 | <ul style="list-style-type: none"> • ARP rules of behaviour explained on arrival • ARP rules of behaviour given to school before visit and advised to give copies to all supervising teachers and students as well as explained to students • ARP to advise all Supervisors and students of ARP first aid station (reception) • Students and supervising teachers / parents advised to obey warning signs throughout park at all times • Teacher / Parent supervision of student whereabouts and behaviour at all times • Teacher / Parent ratio to students | <ul style="list-style-type: none"> • Policy / Handout to be accessed via website and understood by school prior to visit • Rules to be available on website and need to be explained to students and parents prior to visit. • Rules to be reaffirmed on bus by staff prior to ARP entry. |
| Playground | Fall / physical injury | Lost time Injury | High | 3 | <ul style="list-style-type: none"> • School advised of ARP rules before they visit including map of ARP • Teachers / Parents given map upon arrival at ARP | <ul style="list-style-type: none"> • Policy / Handout to be accessed via website and understood by |

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| | | | | | <ul style="list-style-type: none"> • Supervising teachers / parents to supervise students at all times • Teachers / parents and students explained rules of conduct on arrival at ARP • Obey warning signs at all times • Supervising teachers / parents advised of ARP first aid station (reception) | <p>school prior to visit</p> <ul style="list-style-type: none"> • Rules to be available on website and need to be explained to students and parents prior to visit. • Rules to be reaffirmed on bus by staff prior to ARP entry. |
|--|--|--|--|--|---|--|