



## Excursion Risk Management Plan

Excursion details: Sydney Zoo				
<b>Date(s) of Excursion:</b>	23 <sup>rd</sup> April 2025	<b>Excursion destination/address:</b>	Sydney Zoo, 700 Great Western Hwy, Eastern Creek NSW 2766	
<b>Departure and arrival times</b>	<b>Depart Centre: 9am</b>	<b>Arrival: 9:30am</b>	<b>Departure : 2:15pm</b>	<b>Arrive back at Centre: 2:45pm</b>
<b>Proposed activities</b>	Take a tour around the zoo, view animals. Visit open enclosures		Water hazards? Yes/No If yes, detail in risk assessment below.	
<b>Method of transport, including map of proposed route</b>	<p>Bus</p>			

<b>Name of excursion co-ordinator</b>	Adam Pearson or Zoe Hanna		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 45</b>	<b>Number of educators/parents/volunteers</b>	4
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:12 (1 Extra educator if there are children with disability/special needs)		
<p>Procedures for:</p> <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Returning to the centre</li> </ul> <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> <li>- A roll call is conducted prior to the children leaving the EHOSHC building. The responsible person is to ensure they know the number of children who are in our care.</li> <li>- Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished</li> <li>- Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group</li> <li>- Two educators count the children onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- We then walk to our destination, with the educators working to ensure the children stay within the group at all times. An educator is stationed at the front, leading all the children to the destination, another at the back to ensure all children are safe and others spaced out throughout the middle of the group.</li> <li>- On arrival at our destination a headcount is conducted.</li> <li>- Educators are to ensure that they have knowledge of where the children are at all times.</li> <li>- Prior to exiting the venue another headcount is conducted.</li> <li>- We then walk to our bus, with the educators stationed at the front, middle and back of the group leading all the children to the destination, to ensure all children are safe.</li> <li>- Two educators count the children onto the bus.</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items.</li> </ul>		

- We then walk to the Centre, where a roll call & headcount is conducted.

**Excursion checklist**

<input type="checkbox"/> First aid kit	<input type="checkbox"/> Excursion Bag & Children's medication
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

<b>Hazard identified</b>	<b>Risk Rating (use matrix)</b>	<b>Elimination/control measures</b>	<b>Who</b>	<b>When</b>
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups</li> <li>- Educators positioned at front, middle and ends of groups</li> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> </ul>	All Children	Entering/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	<ul style="list-style-type: none"> <li>- Seek shade/shelter where appropriate</li> <li>- Give time for children to be calm, safe, and secure</li> <li>- Leave excursion if extreme weather conditions or any critical emergencies</li> </ul>	All Children & Educators	While at Excursion
Missing Child/absconding	Moderate	<ul style="list-style-type: none"> <li>- Walk children, 2 lines in close groups and educators positioned at front, middle and ends of groups</li> </ul>	All Children	Leaving/entering the bus &

		<ul style="list-style-type: none"> <li>- Constant head counts, and checking on children</li> <li>- Educators to communicate with one another and the children</li> <li>- Maintain staff to child ratio 1:10</li> </ul>		At the Excursion/transitioning to other areas
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ EpiPen's on hand</li> <li>- Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>- Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> <li>- Staff are trained in First aid, anaphylaxis and allergy awareness.</li> <li>- Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack</li> </ul>	Children with Allergies	Throughout the day
Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> <li>- An Educator to check toilet areas for any hazards before children enter</li> <li>- If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area</li> <li>- Children to go in small groups of same gender</li> <li>- Regular head counts and roll calls</li> <li>- Educators to walk children in groups at a time and remain near toilet block area until children have finished</li> <li>- Children to always communicate with educators about going to and from the toilets.</li> </ul>	All Children	At the Excursion
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> <li>- Have sickness bags available on the bus</li> <li>- Ensure children do not eat or drink on the bus</li> </ul>	All Children	On the Bus

		<ul style="list-style-type: none"> <li>- Ensure children are seated down whilst eating or drinking</li> <li>- All staff trained in first aid</li> </ul>		& While eating/drinking
Open animal enclosures	Moderate	<ul style="list-style-type: none"> <li>- Talking to children beforehand about expected behaviour around animals</li> <li>- Zoo staff surround the area</li> </ul>	All Children	At the Excursion
Strangers		<ul style="list-style-type: none"> <li>- Maintain 1:10 child to staff ratio</li> <li>- Safety talk before departure with all children</li> <li>- Children to go to bathroom in groups or pairs</li> </ul>	All Children	At the Excursion
Bugs and insect bites/stings		<ul style="list-style-type: none"> <li>- Educators are equipped with first aid and all staff trained in first aid</li> </ul>	All children and educators	At the excursion
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<p>Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view</p> <p>Educators &amp; families are updated with any new information / updates on Covid-19</p> <p>Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child</p> <p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>anyone that has had COVID-19 symptoms or are currently displaying any related symptoms</p> <p>If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p> <p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
--	--	--	--	--

Plan prepared by: TL	Date: 28/03/25
Communicated to: All Staff on the day & Families (via website, and printed in centre)	
Venue and safety information/risk assessment/COVID-19 safety reviewed and attached: <b>Yes / No</b> Comment if needed:	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High



**Risk Assessment Task:** School Excursion  
**Locations:** Carpark, Zoo entry, Zoo grounds

<b>Venue</b>	Sydney Zoo, 700 Great Western Highway, Bungarribee
<b>Phone number</b>	02 7202 2560
<b>Web address</b>	sydneyzoo.com
<b>Email contact</b>	reservations@sydneyzoo.com
<b>Public Liability insurance?</b>	Yes
<b>Equipment and supervision onsite</b>	<ul style="list-style-type: none"> <li>• First aid equipment, facilities and trained staff onsite. If required, please approach Sydney Zoo staff</li> <li>• School's teachers are required to supervise students at all times including during scheduled lessons</li> <li>• Safety briefing delivered to students and teachers/supervising adults before lesson/experience</li> <li>• Hand sanitiser available after contact with animals</li> <li>• Sunscreen available upon request</li> <li>• Defibrillators located at first aid bays on site</li> <li>• Water available from drinking fountains throughout site</li> </ul>

**Referenced Legislation, Australian Standards, Codes of Practice and guidance materials**

Work Health and Safety Act 2011  
 Work Health and Safety Regulation 2011  
 Code of practice - How to manage work health and safety 2011  
 Code of practice - Hazardous manual tasks  
 Code of practice - Work health and safety consultation, co-operation and co-ordination 2011  
 Department of Education document - Excursions – Risk management process and proforma  
 Government Gazette of the state of New South Wales Number 113, dated Friday 29th May 2020.



<b>Hazard number</b>	<b>Hazards</b>	<b>Associated Risks</b>	<b>* Risk rating without controls</b>	<b>Controls in place</b>	<b>* Risk rating with controls (Residual risk)</b>
1	Vehicles in carpark upon arrival	Collision with vehicle/run over by vehicle	12	<ul style="list-style-type: none"> <li>• Students supervised when embarking/disembarking from transport vehicles and instructed on safe crossing points by Sydney Zoo staff. (i.e. Pedestrian Crossings)</li> <li>• Speed limit enforced and safety buzzer/light in use for buggies.</li> <li>• Staff will identify themselves with Zoo uniform and safety vests.</li> </ul>	4
2	Many people, management of group	lost students/isolation from group, and large crowds	12	<ul style="list-style-type: none"> <li>• WWCC for all education staff.</li> <li>• Students should be chaperoned at all times within Zoo grounds.</li> <li>• Zoo Workshops are led by a Sydney Zoo educator.</li> <li>• Sydney Zoo recommends a supervision ratio of 1:5 for Early learning groups and younger primary groups students, and 1:10 for Stage 2 and above.</li> <li>• 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.)</li> <li>• Teachers ensure students behave appropriately and follow instructions at all times.</li> </ul>	4
3	Uneven ground, gravel, grass, playground, medical emergencies	Slips, trips and falls, medical emergencies	12	<ul style="list-style-type: none"> <li>• Primary duty of care for students is with the School's attending teachers/ adult helpers.</li> <li>• All attending schools should bring their own first aid kit.</li> <li>• School's supervising teachers must be in possession of information on all students' medical needs, include Emergency Response Plans (including Anaphylaxis and Asthma) and Medication.</li> </ul>	4

				<ul style="list-style-type: none"> <li>• For escalation of Medical Aid, please approach Sydney Zoo staff for assistance. If required the Zoo's Emergency Response Plan can be implemented, which includes First Aid Responders and Emergency Code Calls, including external communication with emergency services.</li> <li>• Students accessing behind the scenes areas to be accompanied by Sydney Zoo staff at all times and briefed on safety hazards related to potential trips or slips.</li> </ul>	
<b>4</b>	Extreme weather	Heat stress/stroke, sunburn, storms, lightning strike, high winds, rain	<b>10</b>	<ul style="list-style-type: none"> <li>• In the event of severe weather, Sydney Zoo's Emergency Response Plan will be enacted.</li> <li>• School's Duty of care responsibility must dictate whether the excursion is to go ahead – option for school to cancel/postpone their visit.</li> <li>• School's advised that appropriate PPE is recommended for excursion – including, rain coats, rest breaks, water, sunscreen, and hats advised.</li> <li>• Water available from drinking fountains/refill stations throughout the Zoo.</li> <li>• Teachers should be aware of areas of shelter in Zoo grounds – on maps.</li> <li>• In the event of severe weather and Sydney Zoo enacting its emergency response plan guests will be directed accordingly to procedure.</li> </ul>	<b>1</b>
<b>5</b>	Miscommunication/ lack of information	Unprepared for Excursion Additional attending adults unaware of supervision requirements	<b>6</b>	<ul style="list-style-type: none"> <li>• Information sent to the school staff member who has booked the excursion.</li> <li>• Expectation of the booking school staff member to send information to the relevant parties and attending adults.</li> <li>• Information provided to School's teachers upon booking via e-mail, including risk assessment and other relevant site information.</li> <li>• More information available at <a href="http://www.sydneyzoo.com">www.sydneyzoo.com</a></li> </ul>	<b>3</b>

6	Contact with Flora and Fauna, walk through exhibit with roaming animals present	Animal bite or scratch Disease or allergic reaction	12	<ul style="list-style-type: none"> <li>• Animals are under the supervision of trained Sydney Zoo staff members or volunteers. Animals are regularly checked for potential disease.</li> <li>• Animals are conditioned to minimise the potential of biting or scratching.</li> <li>• Students are reminded to observe proper hygiene after contact with animals - i.e. washing hands or use antibacterial foam that will be available after contact. Restricted access and instructional signage must be observed by public.</li> <li>• First Aid available by supervising school and if required by Sydney Zoo staff. (See above: First Aid and Emergency Response)</li> <li>• Students accessing behind the scenes areas to be accompanied by Sydney Zoo staff at all times and briefed on safety hazards related to flora and fauna.</li> <li>• Students will not consume bush tucker plants during visit in case of allergy.</li> </ul>	2
7	Consuming food and beverage available on site	Allergy and food intolerances	10	<ul style="list-style-type: none"> <li>• Food and beverage is provided and managed by Sydney Zoo for purchase.</li> <li>• Food Safety Standards in place by Sydney Zoo.</li> <li>• 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.</li> <li>• Schools organise students with potential severe allergy and food intolerances to arrange own food for excursion as precaution.</li> <li>• Schools to advise educator of any student with anaphylaxis prior to the lesson commencement if it is relevant in the lesson space.</li> </ul>	2
				<ul style="list-style-type: none"> <li>• Coronavirus (COVID-19) safety protocols are in place</li> <li>• Visitor numbers are set to comply with the 4sqm rule for the site and within any internal spaces</li> </ul>	

<b>8</b>	Other visitors to the Zoo who may be unwell	Contacting a positive Corona Virus case whilst at the zoo	<b>12</b>	<ul style="list-style-type: none"> <li>• Hand sanitising stations are positioned throughout the zoo</li> <li>• Surfaces, bathrooms, tables, and chairs are sanitised regularly</li> <li>• Zoo staff are required to wear masks when indoors and unable to social distance</li> <li>• Social distancing marshals have been deployed daily to monitor and enforce social distancing</li> <li>• Social distancing notifications are throughout the zoo at 1.5m intervals to remind visitors</li> <li>• No touching signs are placed along any glass enclosure fronts to remind people to reduce touch points</li> <li>• Visitors and staff with any respiratory symptoms will not be permitted onsite</li> </ul>	<b>2</b>
----------	---	---	-----------	---	----------

Person/s conducting the risk assessment	Position or Title	Date conducted	Signature
Jessica Menendez Lisa Christie	Education Program Coordinator Head of Culture and Visitor Experience	1/11/19	
Liz Gerber	Education Program Coordinator	Review 14/7/21	
Jessica Menendez	Education Program Coordinator	Review 20/1/2022	

**Risk Rating = Likelihood x Severity**

<b>S e v e r i t y</b>	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			<b>Likelihood</b>				

- Catastrophic  STOP
- Unacceptable  URGENT ACTION
- Undesirable  ACTION
- Acceptable  MONITOR
- Desirable  NO ACTION