

Venue and Safety Information for School Day and Overnight Excursions

TARONGA ZOO



Venue name	Taronga Zoo		
Location	Bradleys Head Rd, Mosman, NSW Australia 2088		
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"/>		
<i>Hazard (Task or what could cause harm)</i>	<i>Associated risk</i>	<i>Existing risk controls</i>	
DAYTIME VISITS (INCLUDING FULL DAY PROGRAMS AND EDUCATION WORKSHOPS)			
Traffic Hazards and Vehicles – both external and in-grounds vehicle movements	Injury as a result of collision	<p>The School will provide supervision for students embarking/disembarking from transport vehicles and direct students to safe crossing points. (i.e. pedestrian crossings)</p> <p>Taronga Zoo traffic management rules in place including limited movement during daytime hours. Speed limit enforced and safety buzzer/light in use for buggies. All large vehicles are chaperoned by Taronga Zoo 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>	
Duty of Care	Lack of Duty of Care Management resulting in lost or isolation child	<p>WWCC existing for all Taronga Zoo Staff and Volunteers.</p> <p>Students should be chaperoned at all times within Taronga Zoo grounds.</p> <p>Taronga Zoo Educational Workshops are led by a trained teacher.</p> <p>Taronga Zoo provides free entry for supervising adults on a ratio of 1:5 for all school stages.</p> <p>Schools to provide supervision as per student needs.</p> <p>Supervising teachers have acknowledged (via online booking form) that they understanding they must supervise their students at all times within zoo grounds.</p>	

		<p>Teachers/supervising adults via the Teacher Information Document that they should implement effective supervision strategies.</p> <p>Teachers ensure students behave appropriately and follow instructions at all times.</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 must bring their own first aid kit.</p> <p>School 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 Zoo staff as Taronga Zoo'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 Zoo staff at all times and briefed on safety hazards related to potential trips or slips.</p> <p>Clear, maintained, compacted visitor walkways around all teaching locations.</p> <p>Logs and rocks are low in height and surrounded by mulch and/or grass in outdoor classrooms.</p> <p>Clear instructions given to all visitors before entering teaching locations (e.g. to walk not run, where to walk and potential trip hazards).</p>
Extreme Weather Conditions	Risk of illness/injury resulting from heat stress, sunburn, poor air quality, storms or high winds	<p>In the event of severe weather, Taronga Zoo's Emergency Response Plan will be enacted.</p> <p>The 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>Schools advised that appropriate PPE is recommended for excursion – including, raincoats, 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 on zoo grounds.</p> <p>In the event of severe weather and Taronga Zoo enacting its emergency response plan, guests will be directed accordingly to procedure.</p>
Insufficient Communication	<p>Teachers unprepared for Excursion.</p> <p>Additional attending adults unaware of supervision requirements.</p>	<p>Expectation of the booking School staff member to send information to the relevant parties and attending adults. A link to this information will be emailed to the organising teacher upon booking via e-mail, including Risk Assessment and other relevant site information.</p> <p>Additional information also available on Taronga Zoo Website (www.taronga.org.au)</p>
Contact with Flora and Fauna	<p>Animal bite or scratch</p> <p>Disease or allergy</p> <p>Infection (Zoonotic disease)</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>Animals are under the supervision of trained Taronga Zoo staff members or volunteers.</p> <p>Ample space for animals to retreat if necessary (including human exclusion zone in habitat and outdoor classroom).</p> <p>Animals are conditioned to minimise the potential of biting or scratching.</p> <p>Animals are regularly checked for potential disease.</p> <p>Clear instructions given by staff during every workshop (e.g. wash hands once leaving the area, especially before food and point out closest hand washing facilities)</p>

<p>Accessing Athol Beach for Full Day Programs, eg. Litter Free Oceans Day</p>	<p>Collision with Vehicle</p> <p>Slips, Trips and Falls</p> <p>First Aid Required</p> <p>Exposure to sharps</p> <p>Working near water</p>	<p>Athol Beach is accessed by exiting the lower entry of Taronga Zoo and crossing Bradleys Head Road at the pedestrian crossing directly opposite the exit, under escort from Taronga Education staff and under direct supervision of attending teachers. Pedestrian crossing is marked and student crossing is supported by staff positioned on the crossing to assist with traffic management.</p> <p>The path down to Athol Beach is unsealed and in parts can be rocky, uneven, and sandy. Students are briefed before accessing path. In the event of student participants or supervising teachers not being able to access path, an alternate activity to the beach clean is arranged in advance.</p> <p>Athol Beach is within radio communications range of Taronga Zoo, and Zoo Education staff are required to have a radio when accessing Athol Beach, which provides access to first aid support.</p> <p>Prior to each use Zoo Education staff conduct a reconnaissance visit to check for and safely remove hazardous objects such as syringes. Prior to beginning a beach clean, students participate in a safety brief, including what to do in the event of finding a hazardous object. Sharps found during beach cleans are removed by Zoo Education staff and disposed of in provided sharps disposal containers.</p> <p>Students remain under the direct supervision of school staff and at no point are permitted to be in contact with the water, as directed in the briefing led by Zoo Education staff. At least one Zoo Education staff member in attendance is required to be certified in <i>Perform Basic Water Rescues</i>. In the event of unusually high tides, extreme weather, or dangerous swell, an alternative activity will be arranged. This can occur at short notice on the day of the program, or in advance if hazardous conditions are anticipated.</p>
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Communicable Disease	Spread of communicable disease by staff	<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"> -Thoroughly wiping down (with disinfectant) all equipment that guests will come in to contact with -Regular hand washing with soap or use of hand sanitiser <p>Revise and modify program manuals and checklists such as SOPs to support program delivery.</p> <p>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 – https://www.nsw.gov.au/covid-19/education/schools-and-childcare</p> <p>Program delivery will be in line with TZ site protocols and COVID-19 Safety Plan for Zoos, Reptile Parks and Aquariums- https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-zoos-reptile-parks-and-aquariums_0.pdf</p> <p>Regular briefings to Educators and GEOs communicating and reinforcing COVID-19 protocols.</p> <p>Staff asked to provide feedback in regards to physical distancing (both for staff and children) and immediately report areas of concern to supervisor and manager.</p>
Communicable Disease	Spread of communicable disease by students/guests	<p>Students and guests will not attend the site if feeling unwell and will notify Education Admin. Program participants must also declare all suspected and confirmed cases of COVID-19 and self-isolate as appropriate and in accordance with NSW Health.</p> <p>Education 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"> -Thoroughly wiping down (with disinfectant) all equipment that they have come in to contact before and after use -Regular hand washing with soap or use of hand sanitiser -Adhering to Education guidelines at all times and with staff/adults maintaining 1.5 metres where practical. -All guests will follow the instructions from TZ staff. <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>Children participating in programs may be encouraged to bring a mask but not mandatory.</p> <p>Students, supervising teachers and guests 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>
EVENING AND OVERNIGHT PROGRAMS		
Accessing the Zoo site after hours	<p>Unauthorised access</p> <p>Slips, trips and falls due to low visibility</p> <p>Student isolation from group</p>	<p>Advance communication is sent to all school re: parking arrangements – parking available immediately adjacent to footpath with no requirement for students to cross the road.</p> <p>Taronga Zoo Hosts to meet group at main entrance. Communications re: safety and expectations on site given by hosts prior to Zoo entry.</p> <p>Admission/ access to site for evening and overnight programs is only permitted with Taronga staff supervision.</p> <p>Behind the Scenes access via supervision of Taronga Zoo staff and appropriate safety briefing provided where necessary including potential traffic hazards.</p> <p>Taronga Zoo night lighting is provided in set areas throughout the Zoo.</p> <p>Taronga Zoo Hosts will be escorting the School throughout Taronga Zoo premises and carry special torches for low-lit areas on night walks. Hosts to be at front and back of group with schools’ supervising teachers dispersed through group.</p> <p>Students advised to bring torches for use in tents.</p> <p>Safety Induction is performed by Taronga Zoo Hosts on arrival and signed by attending School.</p> <p>Early entry or exit to program is not available unless in emergency circumstances.</p> <p>Taronga Zoo Security is available at all times, contactable via Taronga Zoo staff member radios.</p> <p>Security staff have been advised of overnight and evening program dates and are aware of access points and movements throughout site.</p> <p>Overnight Emergency Action Plan applies for all issues that may be called (including security response).</p>
Unsupervised student or teacher entry into Zoo grounds overnight (between the hours of 9pm-6am).	<p>Medical or other Emergency during overnight hours</p> <p>Slips, trips and falls</p>	<p>Security on site 24 hours with CCTV cameras around the site.</p> <p>Taronga after hours emergency procedures in place with sufficient safe houses for group size.</p> <p>Safety Induction is performed by Taronga Zoo Hosts on arrival and signed by attending school, outlining Emergency Response Plans and course of action for duration of the excursion.</p>

	Entry into animal exhibits	<p>From the hours of 5.15pm – 9pm and 6.30am – 10am next day, Taronga Zoo Hosts will be escorting the 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. This is communicated at time of booking and also during Safety Induction by Taronga Zoo hosts.</p> <p>Providing adequate supervision ratios (male and female) and child protection is the responsibility of the attending school.</p> <p>Taronga Zoo Hosts sleep on site at the Zoo and are contactable via phone during the hours of 9pm-6am in the event of an emergency.</p> <p>All overnight staff are first aid trained and first aid kits are available on site.</p>
Unhygienic facilities	Injury or illness due to unhygienic facilities	<p>Taronga Zoo Cleaning Department is responsible for the monitoring of Zoo facilities.</p> <p>Taronga Zoo Staff to assist with monitoring the ZooSnooz site and communication of any issues with the Cleaning team.</p>
Consumption of inappropriate food and/or beverages	<p>Food allergy or intolerance</p> <p>Intoxication due to alcohol consumption</p>	<p>Food and beverage is provided and managed by external contractor Epicure.</p> <p>Food Safety Standards in place as managed by Epicure.</p> <p>Schools submit medical and dietary requirements to Taronga Zoo two weeks prior to overnight excursion.</p> <p>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.</p> <p>Advanced communication that students must bring epipens or equivalent for known allergies; for severe allergies it is also advised that students bring own food.</p> <p>Taronga Zoo Education Programs are drug and alcohol free and supervising adults are reminded of this during safety briefing. Any adults found to be under the influence of drugs or alcohol will be asked to leave the premises immediately.</p> <p>Taronga after hours emergency procedures are in place.</p>
Extreme Weather Conditions	Risk of illness/injury resulting from heat stress, sunburn, poor air quality, storms or high winds	<p>See above in Daytime Visits</p> <p>Taronga reserves the right to change the accommodation location of school groups in the event of extreme weather.</p>
Contact with Flora and Fauna	<p>Animal bite or scratch</p> <p>Disease or allergy</p> <p>Infection (Zoonotic disease)</p>	<p>See above in Daytime Visits</p>
Communicable Disease	Spread of communicable disease by staff	<p>See above in Daytime Visits</p>
Communicable Disease	Spread of communicable disease by students/guests	<p>See above in Daytime Visits</p>

Equipment	
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.	
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"/>
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 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. If this information changes, the venue will advise the Department of Education and Communities and provide an update.