



Out of School Hours Care

ABN: 58 219 871 329

Ph: 0466 786 144

237 Bobbin Head Road, Turrumurra North 2074

Email: ntooshc@gmail.com

Website: www.ntooshc.com.au

Vacation care Risk Assessment

Name of Day: Sydney Zoo

Date: 29/6/21

Number of children: 30

Which risk assessment safety points are relevant for today? (Please tick)

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 (complete the table on page 2)

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.

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 3.



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Complete the following table if transportation will be utilised for this day.

Excursion details	
Means of travel (Public/private bus, train, etc)	Charter Bus
Requirements for seatbelts or safety harness have been met.	Yes / No Comments: Dependant on whether the bus we are provided has seatbelts.
Number of children involved in the transportation.	30
Number of educators/responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	3
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):	
<ul style="list-style-type: none"> - Departing NTOOSHC: Children will walk to the bus from the centre/school grounds out the front on the footpath to meet the bus in the 'kiss and drop'/'bus zone'. - Returning to NTOOSHC: after disembarking the bus in the 'kiss and drop'/'bus zone', the children will follow the footpath into the school gates/grounds and then straight to the NTOOSHC Building. - Arriving at Sydney Zoo: Children to disembark the bus by the entrance of Sydney Zoo, past an educator performing a headcount. Once an accurate headcount is confirmed and two uniform lines are established, the children will follow an educator into the venue. - Departing Sydney Zoo: The children will form 2 lines and a headcount will be conducted. Once an accurate count is established, the children will follow an Educator who will lead them to the bus. As they enter the bus, they will file past an educator conducting a headcount. The bus will not leave the venue until an accurate headcount is confirmed. 	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):	
<ul style="list-style-type: none"> - Embarking: As the children enter the bus, they will file past an educator who will be conducting a headcount. The bus will not leave until an accurate headcount is confirmed. 	



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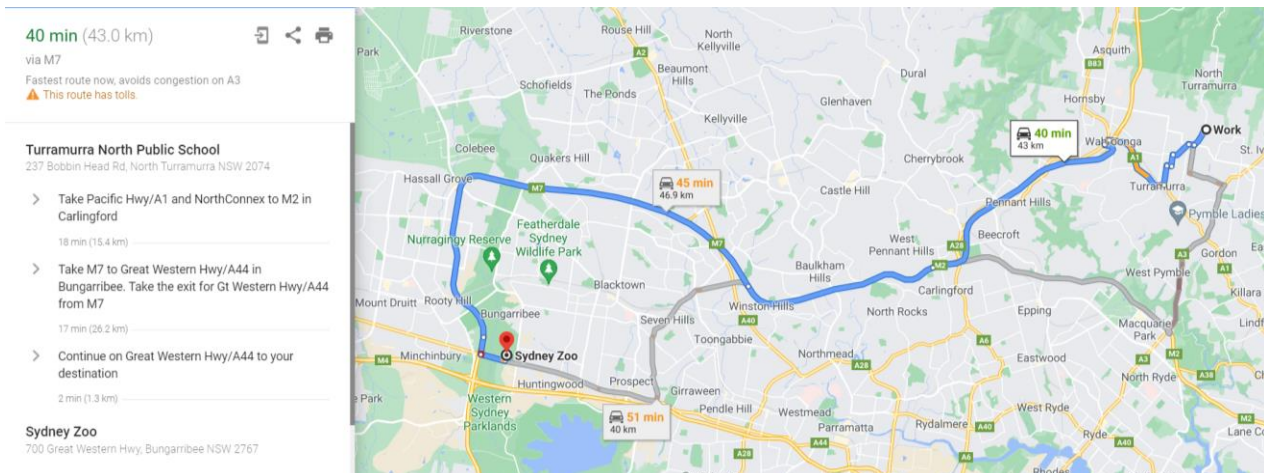
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- Disembarking: An educator will leave the bus before the children in order to establish two lines. As the children leave the bus, they will file past an educator who will be conducting a headcount. An accurate headcount will need to be confirmed before the group enters the venue.

Excursion Item Checklist:

- Parent Contact List
- First Aid Kit
- Mobile Phone
- Individual medication and action plans for children
- Excursion Bag
- Centre medication (Asthma medication & EpiPen)

Proposed route and duration of transportation:





RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Biological contamination from outside sources (I.e. COVID-19)	Children and Educators NTOOSHC community	All people entering NTOOSHC are to follow the Australian Gov health guidelines on how to prevent the spread of viruses.	2	Everyone is to wash their hands thoroughly upon entry to NTOOSHC. Also after touching their faces, coughing, or sneezing. Social distancing practices of 1.5m advised. Physical contact to be reduced to a minimum.	Educators Children Parents/guardians
Biological contamination from excursion venue and/or general public (I.e. COVID-19)	Educators and Children	Sydney Zoo have implemented their own Covid Safety plan. A physical copy shall be brought on the excursion, and educators are to become familiar with it.	2	Hand sanitizer stations provided at the venue. Hand sanitizer to be brought by Educators in the excursion bag.	Children Educators Sydney Zoo Staff
Tripping	All		2	Safety brief Tie shoelaces Looking where walking	RPD, Educators, Staff at Sydney Zoo
Hygiene	All	Bathrooms	4	Hand sanitizer	RPD, Educators,

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		Hand washing stations		Wash hands before meals	Staff at Sydney Zoo
Asthma	All		2	Take medication First aid kids	RPD, Educators, Staff at Sydney Zoo
Movement to and from transport Which includes risks such as: Possible interaction with the public, potential to trip/fall and possible hit by a vehicle.	Children	<ul style="list-style-type: none"> - Active supervision of children - Staff aim to be in 1- 8 ratio with children <p>Staff and children briefed on excursion etiquette and procedure</p>	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/pr oceedings. <p>Ensuring an appropriate behaviour is maintained at all times.</p>	<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 kids are taken <p>Staff to actively supervise children</p>
Coach transport Which includes risks such as: boarding the transport, vehicle accident whilst on the road.	Children	<ul style="list-style-type: none"> - Active supervision - Hire a coach with seatbelts - Ensure adequate number of staff are 	3	<ul style="list-style-type: none"> - Prompt children prior to travel of expected behaviour and protocol - Ensure staff 	<ul style="list-style-type: none"> - To prompt children prior to the excursion on expected behaviour - Enforce excursion rules

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		<p>present for the excursion and in ratio.</p> <ul style="list-style-type: none"> - Ensure the driver operating the vehicle has the appropriate license and insurance - Ensure there are enough seats on the bus to cater for staff and children present on the excursion <p>-Vehicle to be appropriate for the needs of the group e.g. wheelchair access, no. Of seats etc.</p> <p>-</p>		<p>are actively supervising and continually monitoring children whilst travelling.</p> <ul style="list-style-type: none"> - Ensure the vehicle has adequate provisions for additional needs - Continually enforce rules and behaviour expectations. <p>-</p>	<ul style="list-style-type: none"> -Continually monitor and actively supervise children whilst travelling.
<p>Observing the animals</p> <p>Including: animals out of cages, open enclosures/fencing.</p>	Children	<p>Instruct children prior on etiquette around animals (i.e. not to touch the animals), except when appropriate (i.e. with handlers or during</p>	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 	<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

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		<ul style="list-style-type: none"> - 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. 		<ul style="list-style-type: none"> 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 liaise with children and organise an easy and noticeable point in the zoo where children should go to if they become lost. 	<ul style="list-style-type: none"> first aid bay - -Staff to liaise with children regarding procedure if they are to become lost and organise a place in the zoo 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 	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 	<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. -

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		<p>Featherdale staff at all times.</p> <ul style="list-style-type: none"> - Ensure all staff carry first aid and first aid qualified. 		<p>staff at all times.</p> <ul style="list-style-type: none"> - 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. 	
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 zoo 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. 	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 located.

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		<ul style="list-style-type: none"> - Educators are to be competent in their first aid training and have first aid certificates - Staff to have knowledge of where first aid bay is located. 			
Running water and rocks.	Children	<ul style="list-style-type: none"> - Instruct children to remain on pathways and follow directions dictated by the zoo. - 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 zoo. - 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 Sydney Zoo- 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 zoo. 	4	<ul style="list-style-type: none"> - Educators to reinforce and maintain expected behaviour - Educators to explain expected 	<ul style="list-style-type: none"> - Staff to ensure children behave in accordance with the rules described at the

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<p>hazards such as rocks).</p>				<p>behaviour when walking through the zoo.</p> <ul style="list-style-type: none"> - Educators and children to ensure shoelaces are tied, children are walking on designated paths and in a sensible manner. - Educators supplied with map of Zoo prior to visit and advised of rules prior. 	<p>beginning of the day</p> <ul style="list-style-type: none"> - Staff to be responsible, actively supervise and ensure that they have a first aid kit at all times.
<p>Weather Conditions</p> <p>Including: Wet weather, over-exposure to the sun and dehydration.</p>	<p>Children</p>	<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 	<p>4</p>	<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.

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		<p>has a water bottle prior to leaving for the zoo and ensure children are continually drinking water.</p> <ul style="list-style-type: none"> - 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. 			
Walking through Sydney Zoo- lost children/children left behind	Children	<ul style="list-style-type: none"> - Children and parents prompted on expected child behaviour prior to the day of the excursion. - Regular headcount methods are to be implemented by all educators. - 	5	<ul style="list-style-type: none"> - Regular headcount methods are to be implemented by all educators. - 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. 	<ul style="list-style-type: none"> - Ensure that all children are accounted for throughout the day. - Consistent communication between staff member.

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				<ul style="list-style-type: none"> - Staff are to be in a 1 to 8 ratio with children during the day. 	
Drowning	Children	<ul style="list-style-type: none"> - Children be briefed on etiquette and on Zoo rules - Adequate supervision at all times 	4	<ul style="list-style-type: none"> - Educators are to reiterate expected behaviour and conduct around zoo 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 	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 	<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

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		children and do head counts regularly to ensure all children are accounted for.		head count to ensure all children are present.	to 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 Sydney Zoo 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 zoo 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 zoo - 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 note this down in the preventive measures column and alert the centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: Matt Low