

Excursion and/or Transport Risk Assessment Form
Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown. Please note that information provided may be shared with Department of Education (DEC), the Police, other relevant agencies and educators in accordance with applicable legislation.

Educator/service name	Raby Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	April 2024
Venue/Destination	Venue: Featherdale Wildlife Park Address: 217-229 Kildare Road, Doonside New South Wales 2767	Date of excursion	18/4/2024
This is (please tick):	<input type="checkbox"/> Regular outing (routine excursion) <input type="checkbox"/> Regular transportation <input checked="" type="checkbox"/> Non-routine excursion <input type="checkbox"/> Non-regular transportation		
Proposed duration of the excursion	9.40am to 3.00pm		
Proposed activities	Explore animals at Featherdale Wildlife Park	Type of transport	Charter bus
Proposed pick up location	pick up and drop off locations as identified below per maps		
Proposed route of travel	Refer to maps at the end of risk assessment information to location		
Process for entering and exiting the service premises	Via front door and path to front door		
Process for entering and exiting pick up location/destination	See map-entry and exit via main access to the schools		
Process for embarking and disembarking the transport i.e. how will each child be accounted for?	Children gather in the room/venue for head count to be completed prior to leaving service/venue. 2 staff members will walk each group of children to the bus and supervise them embarking onto the bus. The Responsible Person will complete the transportation of children Attendance Record before departing and after arriving at destination.		

DATA AND DOCUMENT CONTROL

Proposed number of children	Up to 45	Proposed number of educators	6	Proposed number of other adults	1
Office advised if non routine (Family Day Care/Long Day Care)	<input type="checkbox"/>	Date office advised		Staff member	
Mandatory Checklist					
For any potential risks please show how they are managed.					
			Please tick	Comment	
Routine excursion form completed (if applicable).			✓		
For all excursions	Parents' written permission received.		✓		
Supervision	I will have sight of the children at all times.		✓		
	Children will not go to the toilet by themselves (Family Day Care/LDC only).		N/A	Risk managed by:	
Venue	Free of danger.		✓		
	Any equipment to be used is safe for children.		✓		
	No water hazards (any water related risks must be clearly addressed in the table on page 4).		✓		
	Visual check to be done on arrival.		✓		
	No smoking venue.		✓		
Hygiene					
	Toilet facilities provided.		✓	2 educators to accompany children to bathrooms	
	Hand washing facilities provided.		✓		


DATA AND DOCUMENT CONTROL

		Please tick	Comment
Accident or injury	Educator has current asthma and anaphylaxis certificate.	✓	
	Educator has a current First Aid Certificate and CPR.	✓	
	First aid kit available (contains paracetamol and auto injector if applicable).	✓	
	Emergency contact information available.	✓	
	Children's Medical Management Plans and any relevant health information are available	✓	
	Mobile phone available.	✓	
Children's well being	Drinks available for children.	✓	Children will be taking their own drink bottles in their bags. Service to provide additional water if needed.
	Food available for children.	✓	Children will be taking their own packed lunches.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	First aid bag and all medications will be taken on excursion.
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
	Children will not be confined to stroller or car for long periods of time. (Family Day Care/Long Day Care only).	N/A	
	Sleep needs can be met. (Family Day Care/Long Day Care only).	N/A	

DATA AND DOCUMENT CONTROL

Walking excursion	Children are aware of road safety.	✓	
	Educator/s are comfortable managing the children.	✓	
	Educator/s are able to manage the number of children on and off the bus.	✓	
	Approved seat belts available (if required).	✓	
	Approved car seats available (if required).	N/A	
Travelling by bus	Sunscreen is available.	✓	Children will apply sunscreen before leaving the centre. Sunscreen will be taken to the excursion premises.
	Sunscreen applied 20 minutes before going into the sun.	✓	
	Sunscreen applied 2 hourly.	✓	
Sun protection outdoors	Children and educators wear hats.	✓	
	Shade area available.	✓	
Other		N/A	

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What is the likely outcome if the Risk occurred (consequence)?	How likely is there a Risk of something happening (likelihood)?			
	Rare (R) It may happen	Unlikely (U) It might happen	Likely (L) Will probably happen	
Minimal (I) Minor First Aid or reassurance needed	1	1	2	
Moderate (O) Medical attention required	1	2	3	
Major (A) Requires an emergency response	2	3	3	

DATA AND DOCUMENT CONTROL

Risk Assessment										
Children will depart via charter bus for Featherdale Wildlife Park at 9.45 for 10.30 arrival. Children will be divided into 4 groups of 15 to support movement through the park. During time at the park, children will be able to have their packed lunch at a designated area identified on map. Groups will meet back at the entrance at 1.45 for departure at 2.00pm										
Activity	Hazard Identified	Risk Assessment (use matrix)			Elimination/control measures	Risk Assessment (use matrix) after elimination/control measures applied			Who	When
		Likelihood Rare (R), Unlikely (U) Likely (L)	Consequence Minimal (I) Moderate (O) Major (A)	Severity Red (3) Yellow (2) Green (1)		Likelihood Rare (R), Unlikely (U) Likely (L)	Consequence Minimal (I) Moderate (O) Major (A)	Severity Red (3) Yellow (2) Green (1)		
Travelling by charter bus if applicable.	Movement of children using charter bus.	U	I	2	<p>The Transportation Record is to be completed on Departure and Arrival of destination by conducting a head count of children signed into the Electronic Sign In System against physical number of children or child records for bus run.</p> <p>A responsible person to be present in charter bus.</p> <p>Responsible persons to be allocated a phone to ensure communication is available.</p> <p>If at any time the safety of the passengers is compromised (for example a child not following directions from an educator) then the bus driver will pull over and support the educator to manage the risk until it is safe to drive again.</p>	U	I	2	All staff	Day of excursion

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	Driver identification and qualifications for charter bus service.	U	O	2	Identification of driver confirmed prior to excursion day and identification/licence checked prior to putting children on the bus and leaving for excursion.	U	I	1	All staff	Day of excursion
	Allocation of groups being transported by charter bus.	U	I	2	<p>An Excursion Checklist will be completed prior to leaving on excursion by responsible person.</p> <p>Utilisation list will be provided to educators by responsible person to identify what group children are placed in with all groups identified.</p> <p>When moving to charter bus, 2 Educators will be allocated to 16 children when moving to service bus or based on ratios of 1:8.</p> <p>Children will be provided with wrist bands to support grouping.</p> <p>All groups will complete a head count before departing from locations and reported to Responsible Persons.</p>	U	I	1	All staff	Day of excursion

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	Embarking/ disembarking bus	U	I	2	<p>The Transportation Attendance Record is to be completed on Departure and Arrival of destination by conducting a head count of children signed into the Electronic Sign In System against physical number of children.</p> <p>Educator to exit the bus first and remain in the front of the line. Immediately after all passengers have disembarked from the vehicle, a staff member will physically walk to the back of the bus and check there are no children left on the bus (including under the seats) before locking the vehicle.</p> <p>(Additional headcounts can be conducted when the Responsible Educator feels is necessary to ensure the safety of the children in our care).</p>	L	I	1	All staff	Day of excursion
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DATA AND DOCUMENT CONTROL

	Children moving away from staff and children	L	O	2	<p>Staff to communicate with each other to ensure that they are aware that a child has left the service/group.</p> <p>Educator to assess the direction that the child is heading, observe what the child is wearing and make a judgement call if to follow.</p> <p>Educator to call emergency services if child is moving away from the service/group and does not seem to be returning. A second educator to contact Supervisor or Coordinator to arrange additional support if needed. Second educator to then call parent/carer to notify of child leaving the service and the current direction they are headed.</p>	U	I	1	All staff	Day of excursion
	Medical Management during transportation of children	U	O	2	<p>At least one educator with first aid qualifications is in attendance on transport routes.</p> <p>Up to date first aid kits to be packed.</p> <p>A mobile phone is to be taken.</p>	R	I	1	All staff	During bus run

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	Managing injuries/ trips / falls	U	O	2	First aid kit to be available on the bus to manage any injuries. Staff member with first aid to assess passengers for injury. Child's Accident/Incident Report to be completed once arrived at destination.	R	I	1	All staff	During bus run
Parent engagement with Excursion group.	Parents attending to drop off or while excursion is in progress.	U	I	2	An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time, and contact number. All efforts will be made by staff to contact any families absent prior to leaving. If parents cannot make the identified time on the program, children may be able to be dropped off to excursion location or attend once excursion has returned.	U	I	1	All staff	Day of excursion
Venue Specific Information										
Featherdale Wildlife Park										

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Walking throughout the park	Uneven footpaths causing tripping and falling	U	I	2	<p>Staff member to walk at the front of the group and one staff member behind. Staff member to identify any potential trip hazards to children and staff.</p> <p>Children not to drag their feet on the paved/gravel footpaths.</p> <p>A map will be provided to all educators with rules and expectations identified in handbook which will be discussed before departing on excursion.</p>	U	I	1	All staff	Day of excursion
	Exposure to allergens	U	I	1	<p>Staff will have medication and medical condition plans in a backpack for any child with risk of allergic reaction. Children with nut allergies should minimise direct contact with animals to prevent reaction.</p>	U	I	1	All staff	Day of excursion
	Bites and Stings from insects	U	I	2	<p>Staff to supervise and avoid areas with long grass by staying on marked paths.</p>	U	I	1	All staff	Day of excursion
Observing animals	Bites from Animals	U	I	2	<p>Students not to touch any animals in enclosures except in the walk-in enclosure. Staff to carry portable first aid kits and be aware of the locations of onsite first aid kits.</p> <p>Supervision of behaviour and noise levels during Keeper talks and in Meet and Greets.</p>	U	I	1	All staff	Day of excursion

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	Kangaroo feeding	U	I	2	<p>Discussion with children before entering kangaroo feeding area.</p> <p>Supervision to minimise animals being cornered as this may cause animal to become scared.</p> <p>Supervision to ensure children walk slowly towards animals. Only feed animals' food that has been provided to each group – 2 animal food containers.</p>	U	I	1	All staff	Day of excursion
	Overexposure to sun/heat	U	I	1	<p>Children to wear appropriate clothing to suit weather including a hat.</p> <p>Children to take bag including lunch and drink bottle with staff carrying additional water.</p> <p>Nominated Supervisor to check the weather the day prior to ensure the excursion can go ahead.</p> <p>Staff to allow shelter and breaks during the excursion to minimise overheating.</p> <p>Staff to carry sunscreen to reapply every 2 hours.</p>	U	I	1	All staff	Day of excursion

DATA AND DOCUMENT CONTROL

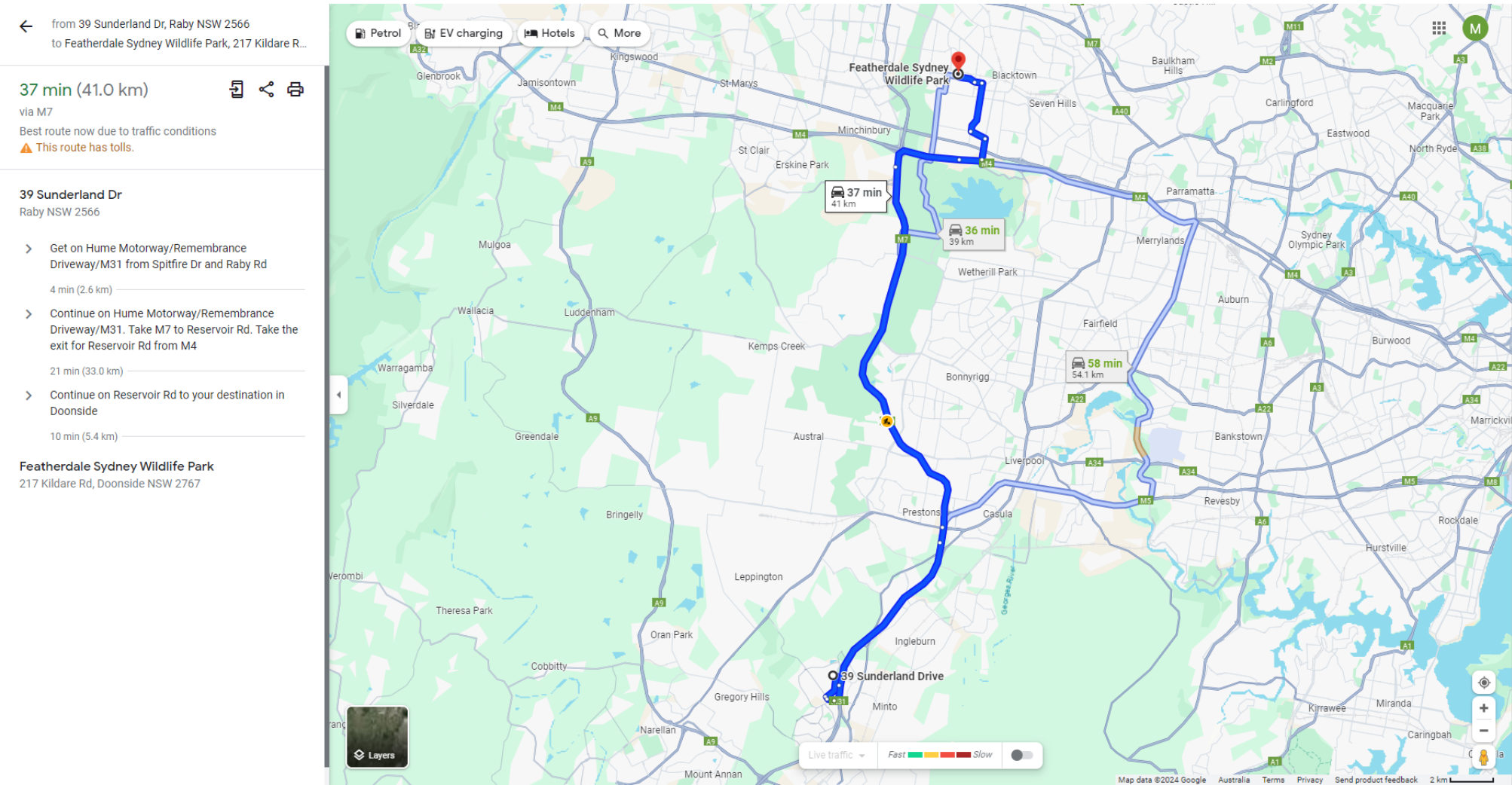
	Contact with members of the public i.e inappropriate behaviour, language.	L	I	2	<p>Constant supervision of children near members of public.</p> <p>Redirect children away if required. Inform venue staff.</p> <p>Communicate with Featherdale staff the day prior about best access for children to minimise contact with members of public.</p>	L	I	1	All staff	Day of excursion
Plan prepared by		Melanie Barden								
Prepared in consultation with		Raby OSHC team								
Communicated to		Families attending								
Venue and safety information reviewed and attached				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Comment if required										
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.										

DATA AND DOCUMENT CONTROL

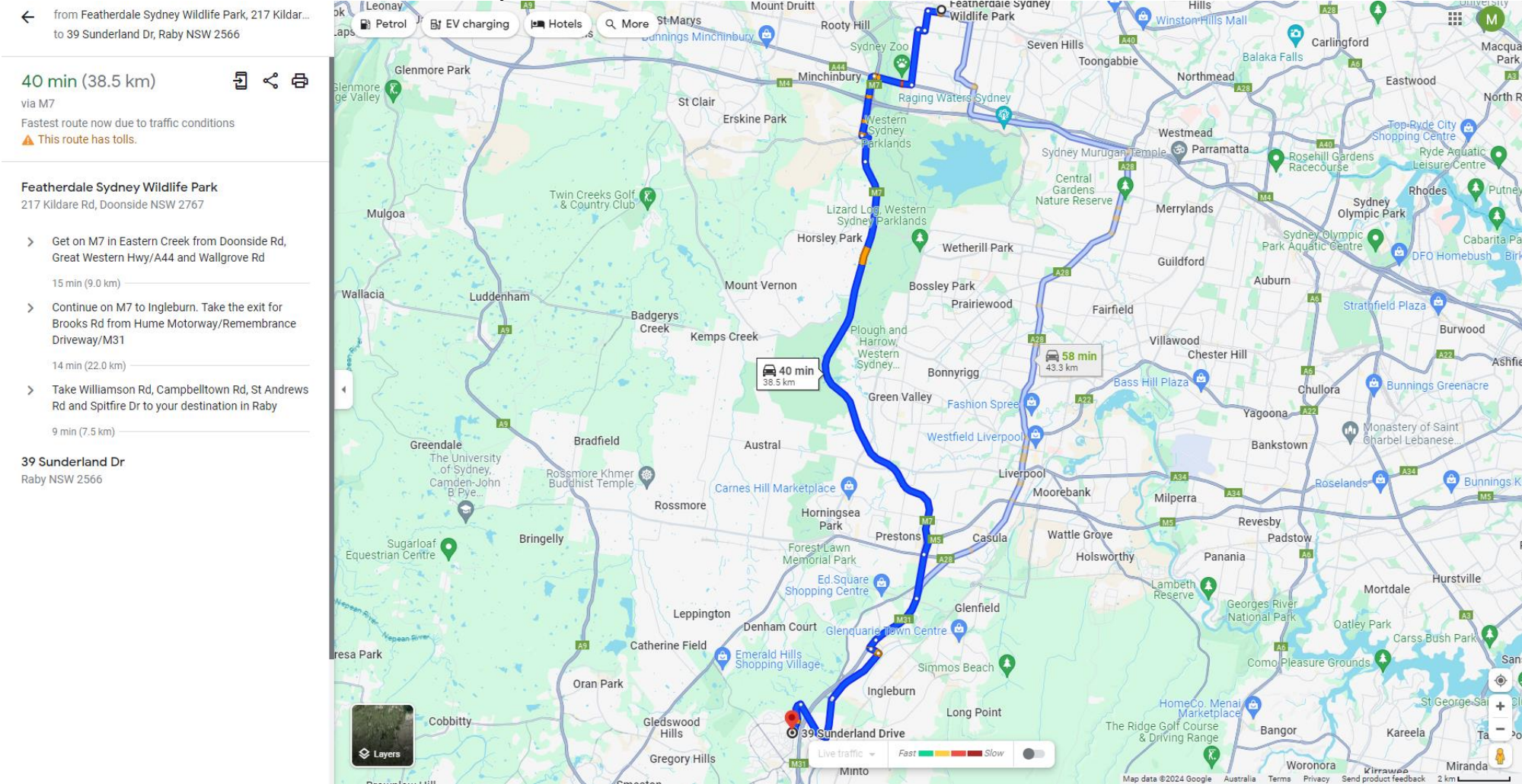


Children will depart and arrive at the front entrance on Sunderland Drive to Featherdale Wildlife Park, Doonside.

Travel route from Raby OSHC to Featherdale Wildlife Park Doonside.



Travel route from Featherdale Wildlife Park to Raby OSHC



PARK RULES

TO ENSURE THE SAFETY AND WELLBEING OF OUR ANIMALS...

- No whistles
- No running or chasing animals.
- Do not throw items at any animal.
- Only feed animals that are in the kangaroo/wallaby walk-through exhibits.
- Ensure both gates are closed in walk-through exhibits.
- No climbing or standing on fencing, standoff barriers, and surrounding exhibits.
- All animals and staff members are to be treated with respect.
- Students must be supervised at all times.
- Maximum of 25 Students at one time in Farmyard and Lorikeet Walk-ins.
- Please ask students to keep a moderate volume level around animals as loud noises can scare them.

STUDENTS WHO DISOBEY THESE INSTRUCTIONS WILL BE ASKED TO LEAVE THE PARK IMMEDIATELY.

- **Picnic areas must not be used for storage:**
Picnic areas may be used by students for Morning Tea and Lunch only. Do not store school bags at picnic areas. Bags must be carried while walking around the park.
- **Exiting the wildlife park:**
No exit through the Gift Shop. Please ask a member of staff to open the Education Gate so you can exit the park safely.
- **Visiting the gift shop:**
Students must be always accompanied by a teacher when inside the gift shop. Maximum of 10 students at a time. Instances of theft will be reported to the authorities and prosecuted.



EVACUATION DIAGRAM

In the case of an evacuation, staff will assist to direct you towards your nearest exit and the emergency assembly point.

FACTS YOU SHOULD KNOW:

- Location of hose reels & fire extinguishers
- Your warden team
- Exits from the building
- Ask your supervisor for more information

EMERGENCY: Dial '000' for Emergency Services

REMOVE ALARM Yourself and others from danger Raise the Alarm • Notify Chief Warden • Notify Emergency Services (Dial '000') The Fire by using correct fire fighting equipment (Only if safe and if you are trained)	FIRE If Smoke or Fire is Dangerous • Take others with you • Close doors behind you (Do NOT lock them) GO TO YOUR ASSEMBLY AREA Do NOT COLLECT BELONGINGS Do NOT RE-ENTER UNTIL AUTHORISED	EVACUATION • If in danger or advised by your Warden, evacuate via the nearest safe exit. • Ensure people with disabilities and visitors are assisted. • Obey instructions of Wardens who are identified by the coloured safety helmets. • Do NOT collect belongings unless directed to do so. • GO to Assembly Area. • Do NOT re-enter until authorised to do so.
PHONE / BOMB THREAT IF YOU RECEIVE A PHONE / BOMB THREAT • Notify Chief Warden • Record details of threat and time on Phone Threat Report Form. • If you find a suspicious article - Do NOT touch - Secure and make area safe • Act as instructed by Chief Warden.	MEDICAL • Check for danger to yourself, casualty and bystanders. • Advise your First Aiders. • Notify Emergency Services if required. Dial '000'. • Arrange guidance for ambulance. • Assist as best as you can. • Prevent unqualified persons from treating or unnecessarily moving casualty.	

Emergency Assembly Area



IMPORTANT INFORMATION



PAYMENT INFORMATION

Excursion payments can be made in the following ways:



PRE-PAYMENT: EFT

Pre-payment can be made via Electronic Funds Transfer. Pro-forma invoices can be issued upon booking. Funds MUST be received 7 days PRIOR to your booking date. Confirmation of payment MUST be emailed to our Guest Experience Team at education@austwp.com.au



PRE-PAYMENT: CREDIT CARD

Credit Card payments can be made by calling the Australian Wildlife Parks Guest Experience Team on 02 9622 1644, for Credit Card payments over the phone.



CASH/CREDIT CARD UPON ARRIVAL

Payments can be made upon arrival in ONE Transaction with cash (Australian Dollars Only) or credit card.

IMPORTANT INFORMATION

KEEPER TALKS

- Keeper Talks are subject to change and cancellation.

HIGH SCHOOL STUDENTS

- High School excursions require a minimum supervision ratio of Teachers 1:15 students. Teachers MUST fully supervise students at all times. The Featherdale Sydney Wildlife Park team will greet students before entry to the Park and advise them on the Park Rules. Students disobeying the Park's rules will be required to exit the premises. Accompanying Teachers will be responsible for providing adequate supervision for these students.

Education - Teachers Pack / Important Information



DATA AND DOCUMENT CONTROL

Revised Date: 06/05/2020
Review Date: 30/06/2022

Risk Assessment



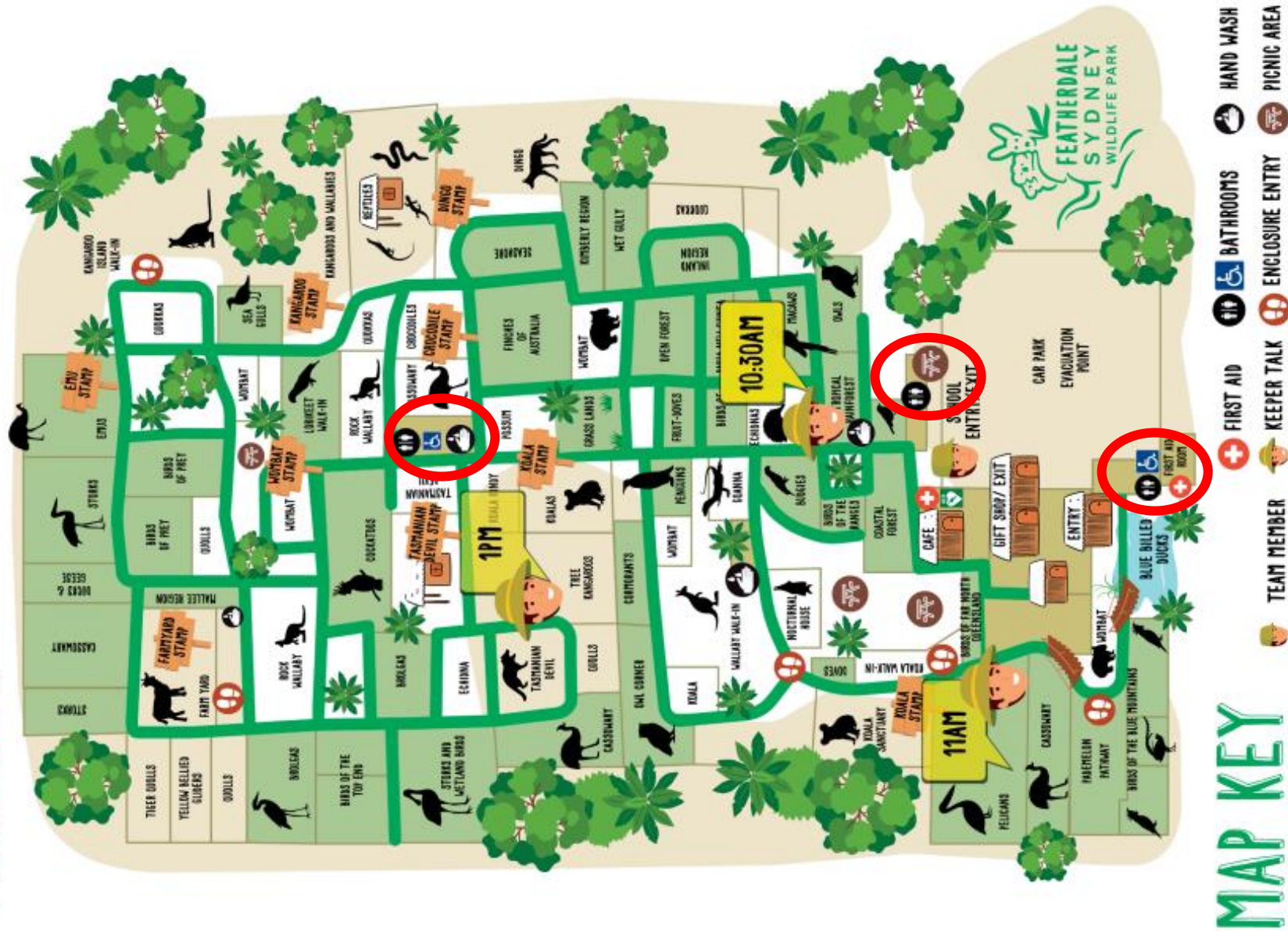
Activity	Hazard Identification	How Likely	How Severe	What Priority	Elimination or control measures	Who	When
Coach transport to excursion venue	Boarding coach	1	4	1	<ul style="list-style-type: none"> Ensure vehicle operators hold appropriate licence(s) and insurance. Check availability of seatbelts. Vehicle to be appropriate for the needs of the group, eg. wheelchair access if required, number of seats, etc. 	Head Teacher	Prior to booking
	Vehicle accidents	4	1	1	<ul style="list-style-type: none"> Enforce rules and monitor behaviour. Ensure seatbelts are worn. 	Teachers	On excursion
Walking to and from transport	Struck by vehicle on road or at car park	1	1	1	<ul style="list-style-type: none"> Ensure enough teachers are attending to adequately supervise students. Remain on pedestrian crossings at all times. Make sure you make your way to the school assembly area in front of service gate. Featherdale staff and volunteers will be on hand to assist if requested. 	Teachers	Prior to excursion On excursion Upon arrival or exit
					<ul style="list-style-type: none"> A copy of the park rules and directions to be given and read to all teachers and supervisors attending the excursion. Carpark attendant to assist in directing groups into the park promptly. 	Head Teacher	Prior to excursion
Walking throughout the park on excursion	Uneven Footpaths	4	4	3	<ul style="list-style-type: none"> Regular inspection for uneven surfaces, maintenance requests & temporary barriers put in place to stop people accessing area. 	Hunter	Weekly
	Tripping and falling	3	4	3	<ul style="list-style-type: none"> Enforce rule of no running throughout the park at any time. Supply all teachers and supervisors with a copy of Featherdale Sydney Wildlife Park's map, rules and expectations. Advise students not to drag feet on the paved/gravel footpaths. 	Head Teachers	Prior to and during excursion
	Exposure to potential allergens	2	4	2	<ul style="list-style-type: none"> All species exhibited at Featherdale Sydney Wildlife Park are fed a varied diet which may include nuts or nut products. Any children with the potential for an allergic reaction should be closely monitored and kept away from potential exposure. 	Teachers	On excursion
	Staff Only Areas	3	4	2	<ul style="list-style-type: none"> There are areas within the zoo which are labelled staff only. For everyone's safety please do not go into these areas. Supervise children at all times 		
	Bites and Stings from insects	3	4	5	<ul style="list-style-type: none"> As you are outside bugs are everywhere, it is advised having the appropriate clothing and personal protective items. Avoid areas with long grass and maintain supervision. 		

Activity	Hazard Identification	How Likely	How Severe	What Priority	Elimination or control measures	Who	When
Observing the animals	Bites from animals	3	4	4	<ul style="list-style-type: none"> Instruct students not to touch any animals in enclosures except in walk in enclosure. Advise all teachers and supervisors of location of the First Aid bay. Carry a first aid kit. Ensure small group attend animal walk in areas (maximum 25 students at a time). Supervision of behaviour and noise levels when observing Keeper Talks and in Meet & Greets. 	Teachers	Prior to and during excursion
	Kangaroo Feeding	2	4	5	<ul style="list-style-type: none"> Do not corner the animals, this may result in a fight response where the animal could kick or bite. Please ensure the children approach the animals slowly and calmly. Only feed animals food that has been purchased from the park. 	Teachers	On excursion
Weather conditions	Over exposure to sun	3	3	1	<ul style="list-style-type: none"> Send letters to parents advising children must wear hats, shirts with sleeves, sunscreen and clothing that is suitable for changing weather conditions. Check weather forecast for the day of excursion. Provide reasonable shelter for meal break where possible. Ensure teacher/s carry extra sunscreen. Carry first aid kit. 	Head Teacher	Prior to excursion
	Dehydration	4	3	1	<ul style="list-style-type: none"> Ensure all participants carry water bottles. 	Teachers	On excursion
Pupils with Special Needs	Health Emergencies	3	4	5	<ul style="list-style-type: none"> In an emergency immediately call 000 and notify park staff. It is recommended carrying with you any medication required at all times. If refrigeration is required for medication, please ask a staff member to store this for you. It is recommended to have an emergency plan. It is recommended to have trained personnel at all times. 	Head Teacher	On excursion
						Teachers	Prior to and during excursion

Risk assessment matrix (how likely)	Risk assessment matrix (how severe)	Risk assessment matrix (what priority)
1 = Very likely, could happen any time	1 = Kill or cause permanent disability or ill health	1-3 = Top priority - take action immediately
2 = Likely to happen, could happen at some time	2 = Long term illness or serious injury	
3 = Unlikely, could happen but very rarely	3 = Medical attention and several days off sick	4-6 = Low priority - take action where possible
4 = Very unlikely, could happen but probably never would	4 = First aid needed	

DATA AND DOCUMENT CONTROL

PARK MAP



DATA AND DOCUMENT CONTROL