



**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>	education@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 entering the zoo and before workshops</li> <li>• Hand sanitiser available after contact with animals and around the zoo</li> <li>• Sunscreen available upon request</li> <li>• Defibrillators located at first aid bays on site – located at Zoo Entry and Boulevard Eatery Restaurant</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 2025  
 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  
 Department of Education Excursions Policy

<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 and departure	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 to aid managing large groups at check-in.</li> <li>• Schools will get on their bus at the Zoo Entry when departing, without need to cross a road.</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 by school teachers/staff.</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 older groups.</li> <li>• Teachers/supervising adults should implement effective supervision strategies (e.g. Name badges, school contact number displayed on students, utilising Zoo staff in case of emergencies, regular roll calls and emergency meeting points.)</li> <li>• School teachers ensure students behave appropriately and follow instructions at all times.</li> </ul>	4
3	Emergency evacuation or lockdown	Fire, extreme weather event, bomb threat	8	<ul style="list-style-type: none"> <li>• In the event of an emergency, Sydney Zoo staff will be activated to wardens to initiate evacuation, lock down or other procedures.</li> <li>• Students and visiting teachers will listen to and follow instructions from Sydney Zoo wardens.</li> <li>• 3 evacuation points exist at Sydney Zoo – 1 the main entry, across the pedestrian crossing. 2 The</li> </ul>	2

				<p>grass carpark. 3 The back gate near the restaurant into Western Sydney Parklands. Sydney Zoo staff will be in radio contact with the communications officer to determine the best course for evacuation.</p> <ul style="list-style-type: none"> <li>• Lock down procedures - students and visiting teachers will be advised which buildings to enter and Sydney Zoo staff will then lock down the building.</li> </ul>	
<b>4</b>	Uneven ground, gravel, grass, playground, medical emergencies	Slips, trips and falls, medical emergencies	<b>12</b>	<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> <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>
<b>5</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> </ul>	<b>1</b>

				<ul style="list-style-type: none"> <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> </ul>	
<b>6</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>
<b>7</b>	Contact with Flora and Fauna, walk through exhibit with roaming animals present	Animal bite or scratch Disease or allergic reaction	<b>12</b>	<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> <li>• Workshops are in an outdoor setting. Zoo staff are regularly monitoring and checking for pests and have active pest control in place e.g. for wasps, ants or mosquitoes.</li> </ul>	<b>2</b>

8	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> </ul> <p>Schools organise students with potential severe allergy and food intolerances to arrange own food for excursion as precaution.</p> <ul style="list-style-type: none"> <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
9	Other visitors to the Zoo who may be unwell	Contracting an illness while on excursion	9	<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>No touching signs are placed along any glass enclosure fronts to remind people to reduce touch points</li> </ul>	2
10	Using technology as part of zoo programs	Dropping items, using inappropriately, pointing devices in faces	6	<ul style="list-style-type: none"> <li>Students trained by Sydney Zoo staff to use technology appropriately and safely</li> <li>Students unable to comply will not use technology</li> </ul>	1
11	Physical activity e.g. dancing during workshops and walking short to medium distances in the zoo	Injury due to other students physical movement, trip hazards, muscle soreness	6	<ul style="list-style-type: none"> <li>Schools recommended to take breaks walking around the zoo.</li> <li>Workshop teachers will manage student movement and space to minimise risk</li> <li>Students should wear comfortable shoes to the zoo</li> </ul>	2
12	Coming into contact with different materials during workshops e.g. ochre (clay), raffia, grasses, herbs and spices	Allergic reaction to materials.	8	<ul style="list-style-type: none"> <li>Workshop teachers are in control of materials</li> <li>Students should inform workshop teachers of any known allergies</li> <li>School teachers bring ASCIA action plan on excursion for any student with known allergies</li> <li>Alternative activities provided if students/class unable to participate with materials</li> </ul>	4

<b>Person/s conducting the risk assessment</b>	<b>Position or Title</b>	<b>Date conducted</b>	<b>Signature</b>
Jessica Menendez Lisa Christie	Education Program Coordinator Head of Culture and Visitor Experience	1/11/19	
Liz Gerber	Education Program Coordinator	Reviewed 14/7/21	
Jessica Menendez	Education Program Coordinator	Reviewed 20/1/2022	
Jessica Menendez	Education Program Coordinator	Reviewed 2/2/2023	
Jessica Menendez	Education Manager	2/1/2024	
Jessica Menendez	Education Manager	20/3/2024	
Jessica Menendez	Education Manager	16/1/2025	
Jessica Menendez Darryn McColl	Education Manager Work Health and Safety Manager	Reviewed 2/2/2026	

**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	<span style="color: red;">■</span>	STOP
Unacceptable	<span style="color: orange;">■</span>	URGENT ACTION
Undesirable	<span style="color: yellow;">■</span>	ACTION
Acceptable	<span style="color: lightgreen;">■</span>	MONITOR
Desirable	<span style="color: green;">■</span>	NO ACTION