



Risk Assessment Task: Incursion

Locations: Incursion site

Venue	Sydney Zoo, 700 Great Western Highway, Bungarribee
Phone number	02 7202 2560
Web address	sydneyzoo.com
Email contact	reservations@sydneyzoo.com
Public Liability insurance?	Yes
Equipment and supervision onsite/off site	<ul style="list-style-type: none"> • First aid equipment, facilities and trained staff within offsite institution. • School’s teachers are required to supervise students at all times including during scheduled incursions • Safety and procedural briefing delivered to students and teachers/supervising adults before lesson/experience • Appropriate transportation and equipment, including approved pet packs for animal security and safety • Hand sanitiser available after contact with animals • Sunscreen available upon request • Water available from drinking fountains throughout site




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

Hazard number	Hazards	Associated Risks	* Risk rating without controls	Controls in place	* Risk rating with controls (Residual risk)
1	Vehicle arrival	Collision with adult, child or vehicle	12	<ul style="list-style-type: none"> Request appropriate parking and site directions prior to incursion/delivery Speed limit enforced as requested while on location. Default speed 15 kms/h. 	2
2	Working with children	Non accreditation	12	<ul style="list-style-type: none"> WWCC for all Sydney Zoo education staff. 	1
3	Animal handling if animals present for type of incursion	Scratches, bites, lack of animal control.	12	<ul style="list-style-type: none"> Ensure all staff have appropriate training, access to first aid and any special medical needs, detailed to SZ staff. Clear and concise instructions given by education officer to all parties (young and adult) on patting and interacting with education animals. Supervision and control of behaviour including noise levels by education officer SZ. 	4
4	Extreme weather	<ul style="list-style-type: none"> Heat stress/stroke, sunburn possible dehydration during outside lessons. Adverse weather events including storms, lightning strike, high winds, rain 	12	<ul style="list-style-type: none"> In the event of severe weather, Sydney Zoo's Emergency Response Plan will be enacted. If outside, possible cancellation or relocation of lesson/interaction. Institution's duty of care responsibility must dictate whether the incursion is to go ahead (if outdoors) – option for institution to cancel/postpone their visit. Institutions advised that letters be sent out to parents detailing appropriate PPE's (if outside) is recommended for incursion – including, rainwear, rest breaks, water, sunscreen, and hats advised. 	1

				<ul style="list-style-type: none"> • Water available to all parties from drinking fountains/refill stations throughout the Institution. • Ensure institution supervisor/teachers have access to first aid kits and carry appropriate accreditation. 	
5	Miscommunication/ lack of information	<ul style="list-style-type: none"> • Unprepared for Incursion • Additional attendees unaware of expectations. 	4	<ul style="list-style-type: none"> • Information sent to institution's staff member who has booked the incursion. • Expectation of the booking institutions staff member to send information to the relevant parties including parents. • Information provided by SZ to institution upon booking via e-mail, including risk assessment, booking ticket and any other relevant information. • More information available at www.sydneyzoo.com 	1
6	Animal transport and venue set up including loading, unloading, animal health and set up.	Individuals gaining access to education animals whilst unattended during transit and or, set up.	12	<ul style="list-style-type: none"> • Where possible ensure pet packs or transport boxes have locks in place. • If pet packs are unable to be locked ensure they are not left unattended and stored in a safe, dark locked room. • Adequate supervision required if animals are left unattended. Only leave unsupervised for short periods. • Recruit adequate supervision during set up and pack down if education animals are left in an exposed or vulnerable public area. 	2
	Staff who may have had contact with	Contacting a positive Corona Virus case whilst		<ul style="list-style-type: none"> • Coronavirus (COVID-19) safety protocols are in place and reviewed and updated each time the health orders are modified. • Hand sanitiser and surface sanitiser will be provided by Sydney Zoo staff • Artefacts and vehicles sanitised after every use • All students required to sanitise hands before and after touching any Sydney Zoo items/animals 	

8	positive Coronavirus case	Sydney Zoo staff visit school	12	<ul style="list-style-type: none"> Zoo staff are required to wear masks at all times where they can't socially distance from school staff and students Sydney Zoo staff with any flu or cold-like symptoms will not be permitted to work on any programs until they are cleared through a Covid test and have no symptoms Sydney Zoo staff time onsite at schools/centres is limited to only display time plus 15 minute set up and packdown Sydney Zoo staff will not utilise any staff rooms except staff bathroom facilities 	2
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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	
Jessica Menendez	Education Program Coordinator	Updated 25/9/2020	
Liz Gerber	Education Program Coordinator	Reviewed 14/7/21	
Jessica Menendez	Education Program Coordinator	Reviewed & updated 15/2/2022	

Risk Rating = Likelihood x Severity

