

THE AUSTRALIAN REPTILE PARK

OH&S RISK ANALYSIS FORM

Task: School Excursion to ARP

Consultation Group: Liz Vella, Joel Shakespeare, Jan Richens, Judy Hatton, Melissa Coulter, Mary Rayner

Section: Education

Date Completed: Dec 2008

Signatures:

Review Time: Nov 2009

ASSESSMENT

PROCESS	HAZARD	MATRIX CONSEQUENCES	MATRIX PROBABILITY	MATRIX RISK RATING	CONTROL MEASURES TO MINIMISE THE RISK	ACTION REQUIRED
Transport to ARP	Vehicle accident	Death/Disability	Medium	3	<ul style="list-style-type: none"> • Ensure Vehicle operators have appropriate license(s) & insurance • Check availability of seatbelts • Vehicle to be appropriate for the needs of the group e.g. wheelchair access, no. of seats etc • Monitor behaviour/enforce rules • Teacher supervision 	<ul style="list-style-type: none"> • Policy/ Handout to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry
Transport to ARP	Boarding Coach – Slip/Fall	First Aid	High	4	<ul style="list-style-type: none"> • Suitable Footwear • Use of handrails 	<ul style="list-style-type: none"> • Policy/ Handout to

					<ul style="list-style-type: none"> • Teacher supervision of behaviour 	<p>be accessed via website and understood by school prior to visit.</p> <ul style="list-style-type: none"> • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry
Walking to/from transport	Hit by vehicle	Death/Disability	Low	4	<ul style="list-style-type: none"> • Teacher supervision – enough adult supervision on hand for supervision • Position of transport vehicle parking • Usher students directly to the reception area • Supervisors/parents understanding of safety rules from ARP before ARP visit 	<ul style="list-style-type: none"> • Policy/ Handout to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff

						prior to ARP entry
Walking to/from transport	Slips/Falls	First aid	High	4	<ul style="list-style-type: none"> • Suitable footwear • Teacher/parent supervision of orderly behaviour of students – suitable adult:child ratio • Maintenance of ARP entrance paths 	<ul style="list-style-type: none"> • Policy/ Handout to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry • ARP Maint SOPs
Weather Conditions	Over exposure to sun/heat or dehydration	First aid	High	4	<ul style="list-style-type: none"> • Notify schools that parents must be advised of student uniform requirements for changing weather conditions – hats, sleeved shirts, sunscreen etc must be worn • Advise school to check weather forecast for the day of excursion • Availability of water • Advise schools that each student should carry drinking water • Supervising adults advised to carry water and extra sunscreen • School advised of first aid station 	<ul style="list-style-type: none"> • Policy/ Handout to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to

					at ARP (reception)	<p>students and parents prior to visit</p> <ul style="list-style-type: none"> • Rules to be reaffirmed on bus by ARP staff prior to ARP entry • ARP drinking water available on request
Walking throughout ARP	Slips/Falls	First aid	Extremely High	3	<ul style="list-style-type: none"> • Teacher/parent supervision of student behaviour • ARP rules explained to students and teacher/parents • Schools advised before visit of rules including a map. • Teachers/parents supplied with map of park on visit • Advise students and teachers/parents not to drag feet along walkways • Suitable footwear 	<ul style="list-style-type: none"> • Policy/ Handout , Park map to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry

Walking throughout ARP	Exposure to potential allergens	First Aid	Medium	5	<ul style="list-style-type: none"> • Schools advised before their visit to ARP that a variety of products are used to care for the animals and the grounds of ARP including nuts, nut products etc. • Schools are advised to closely monitor students with allergies and advise ARP staff before their visit • Schools are advised of ARP first aid station (reception). 	<ul style="list-style-type: none"> • Policy/ Handout to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry
Walking throughout ARP	Injury from animal	Death or Disability	Low	4	<ul style="list-style-type: none"> • ARP rules of behaviour explained on arrival • ARP rules of behaviour given to school before visit and advised to give copies to all supervising teachers and students as well as explained to students. • ARP advise all supervisors and students of ARP first aid station (reception). • Students and supervising teachers/parents advised to obey warning signs throughout park at all times • Teacher/parent supervision of student whereabouts & behaviour at all times • Teacher/parent ratio to students 	<ul style="list-style-type: none"> • Policy/ Handout to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed

						on bus by ARP staff prior to ARP entry
Walking throughout ARP	Snake/Spider bite – captive and wild	Death or Disability	Low	4	<ul style="list-style-type: none"> • School given copy of ARP rules of conduct before visit – including no access to snake pits. • Exhibit design (no spiders touchable) • Teacher/Parent supervision at all times • ARP rules explained to students and supervising teachers/parents on arrival at ARP • School and supervising teachers advised of ARP first aid station (reception) • All supervising teachers/parents are supplied on arrival of ARP map • School given ARP map before visit • ARP paths are maintained regularly • Hands off approach to spiders during school shows 	<ul style="list-style-type: none"> • Policy/ Handout, Park map to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry • Spider SOPs • ARP maint SOPs • School Show SOP
Walking throughout ARP	Drowning	Death or Disability	Low	4	<ul style="list-style-type: none"> • School is given copy of ARP rules before visit including map of ARP • Supervising teachers/parents are given map on arrival • Supervising teachers/parents and students are told of ARP rules on arrival • Teacher/parent supervision of all 	<ul style="list-style-type: none"> • Policy/ Handout, Park map to be accessed via website and understood by school prior to

					<p>students at all times</p> <ul style="list-style-type: none"> • Regular 'head count' of students 	<p>visit.</p> <ul style="list-style-type: none"> • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry
Walking throughout ARP	Lost child/child left behind	First aid	Medium	5	<ul style="list-style-type: none"> • School given copy of ARP rules before visit – student behaviour • Supervising teachers/parents and students are told of ARP rules on arrival • Regular 'head count' by supervising teacher/parent and before departure. • Supervising teacher/parent supervision of students at all times 	<ul style="list-style-type: none"> • Policy/ Handout to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry
Observe/Interact with animals	Zoonoses	Lost Time Injury	Medium	4	<ul style="list-style-type: none"> • School is given ARP rules before visit including map of ARP • Wash station available in park 	<ul style="list-style-type: none"> • Policy/ Handout, Park map to

					<p>area</p> <ul style="list-style-type: none"> • Supervising teachers/parents to advise students after animal-student contact • Supervising teacher/parent to ensure students wash hands before eating • ARP wash station to remain clean and stocked with suitable soap etc • Animal health monitored by ARP staff 	<p>be accessed via website and understood by school prior to visit.</p> <ul style="list-style-type: none"> • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry • ARP wash station available & Maint SOPs • ARP animal health SOP
Observe/interact with animals	Injury from animal	Death or Disability	Medium	3	<ul style="list-style-type: none"> • ARP rules of behaviour explained on arrival • ARP rules of behaviour given to school before visit and advised to give copies to all supervising teachers and students as well as explained to students. • ARP to advise all supervisors and students of ARP first aid station (reception). • Students and supervising teachers/parents advised to obey warning signs throughout park at all times • Teacher/parent supervision of 	<ul style="list-style-type: none"> • Policy/ Handout to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and

					<p>student whereabouts and behaviour at all times</p> <ul style="list-style-type: none"> • Teacher/parent ratio to students 	<p>parents prior to visit</p> <ul style="list-style-type: none"> • Rules to be reaffirmed on bus by ARP staff prior to ARP entry
Playground	Fall/physical injury	Lost time Injury	High	3	<ul style="list-style-type: none"> • School advised of ARP rules before visit including ARP map • Teachers/parents given map of ARP on arrival • Supervising teachers/parents to supervise students at all times • Teachers/parents and students explained rules of conduct on arrival at ARP • Obey warning signs at all times • Supervising teachers/parents advised of ARP first aid station (reception) 	<ul style="list-style-type: none"> • Policy/ Handout, Park map to be accessed via website and understood by school prior to visit. • Rules to be available on website and need to be explained to students and parents prior to visit • Rules to be reaffirmed on bus by ARP staff prior to ARP entry