

THE AUSTRALIAN REPTILE PARK

OH&S RISK ANALYSIS FORM

Task: School Excursion to ARP

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Section: Education

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Signatures:

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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 in reception by staff to the supervising teacher before students enter the park.

Transport to ARP	Boarding Coach – Slip / Fall	First Aid	High	4	<ul style="list-style-type: none"> • Suitable Footwear • Use of handrails • Teacher supervision of behaviour 	<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 in reception by staff to the supervising teacher before students enter the park.
Walking to and 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 in reception by

						staff to the supervising teacher before students enter the park.
Walking to and from transport	Slips and Falls	First Aid	High	4	<ul style="list-style-type: none"> • Suitable footwear • Teacher / Parent Supervision of orderly behaviour of students – suitable adult to child ratio MUST be adhered to . Preschool and kindy children will require a 1:5 ratio and children year 1 and up will require a 1:8 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 in reception by staff to the supervising teacher before students enter the park. • 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 	<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

					<ul style="list-style-type: none"> • Availability of water. Cups of water can be provided upon request. • Advise schools that each student should carry drinking water • Supervising adults advised to carry water and extra sunscreen • School advised of first aid station at ARP (reception) 	<p>students and parents prior to visit.</p> <ul style="list-style-type: none"> • Rules to be reaffirmed in reception by staff to the supervising teacher before students enter the park.
Walking throughout ARP	Slips and Falls	First Aid	High	4	<ul style="list-style-type: none"> • Teacher / Parents 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 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 in reception by staff to the supervising teacher before students enter the park.
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. This may include nuts and nut products etc • Schools are advised to closely monitor students with allergies 	<ul style="list-style-type: none"> • Policy / Handout to be accessed via website and understood by school prior to visit

					<p>and advise ARP staff before their visit if there are serious allergy conditions in the group</p> <ul style="list-style-type: none"> • Schools are advised of ARP first aid station (reception) 	<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 in reception by staff to the supervising teacher before students enter the park.
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 parents and 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 in reception by staff to the supervising teacher before students enter the park.
Walking throughout ARP	Snake/Spider bite – Captive and wild	Death or disability	Low	4	<ul style="list-style-type: none"> • School given copy of rules of conduct before visit – 	<ul style="list-style-type: none"> • Policy / Handout to be accessed via

					<p>including no access to snake pits</p> <ul style="list-style-type: none"> • 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 upon arrival with ARP map • School given ARP map prior to visiting day • ARP paths are maintained regularly • Hands off approach to spiders during school shows 	<p>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 in reception by staff to the supervising teacher before students enter the park. 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 and students are told of ARP rules on arrival • Teacher / parent supervision of all students at all times • Regular 'head count' of students by teacher/supervising parents 	<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 in

						reception by staff to the supervising teacher before students enter the park.
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 in reception by staff to the supervising teacher before students enter the park.
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 area • Supervising teachers / parents to advise students after animal – student contact • Supervising teacher / parent to ensure students wash hands before eating 	<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

					<ul style="list-style-type: none"> • ARP wash station to remain clean and stocked with suitable soap etc • Animal health monitored by ARP staff 	<ul style="list-style-type: none"> • parents prior to visit. • Rules to be reaffirmed in reception by staff to the supervising teacher before students enter the park. • ARP wash station available & maintenance 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. • 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 student whereabouts and 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 in reception by staff to the supervising teacher before students enter the park.

Playground	Fall / physical injury	Lost time Injury	High	3	<ul style="list-style-type: none"> • School advised of ARP rules before they visit including map of ARP • Teachers / Parents given map upon arrival at ARP • 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 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 in reception by staff to the supervising teacher before students enter the park.
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