

THE AUSTRALIAN REPTILE PARK

OH&S RISK ANALYSIS FORM

Task: School Excursion to ARP

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Section: Education

Date Completed: July 2017

Signatures:

Review Time: July 2020

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 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 • Teacher supervision of 	<ul style="list-style-type: none"> • Policy / Handout to be accessed via

					behaviour	<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. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p>
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. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p>
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: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

						<ul style="list-style-type: none"> • Rules to be available on website and need to be explained to students and parents prior to visit. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p> <ul style="list-style-type: none"> • 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 at ARP (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. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p>
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 	<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

					<ul style="list-style-type: none"> • Advise students and teachers / Parents not to drag feet along walkways • Suitable Footwear 	<p>website and need to be explained to students and parents prior to visit.</p> <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p>
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 and advise ARP staff before their visit if there are serious allergy conditions in the group • 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. <p>Rules to be reaffirmed on bus by staff prior to ARP entry.</p>
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 	<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"> 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"> parents prior to visit. Rules to be reaffirmed on bus by 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 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 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 	<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 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 and students are told of ARP rules on arrival Teacher / parent supervision of all students at all times Regular 'head count' 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

					students	<p>website and need to be explained to students and parents prior to visit.</p> <ul style="list-style-type: none"> • Rules to be reaffirmed on bus by 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 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 area • Supervising teachers / parents to advise students after animal – student contact • Supervising teacher / parent to ensure students wash hands 	<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

					<ul style="list-style-type: none"> before eating • ARP wash station to remain clean and stocked with suitable soap etc • Animal health monitored by ARP staff 	<p>explained to students and parents prior to visit.</p> <ul style="list-style-type: none"> • Rules to be reaffirmed on bus by staff prior to ARP entry. • 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 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 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 on bus by 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 they visit including map of ARP • Teachers / Parents given map upon arrival at ARP 	<ul style="list-style-type: none"> • Policy / Handout to be accessed via website and understood by

					<ul style="list-style-type: none">• 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)	<p>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 staff prior to ARP entry.
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