

Venue and Safety Information for School Work Experience

TARONGA WESTERN PLAINS ZOO



Venue name	Taronga Western Plains Zoo		
Location	Obley Road, Dubbo 2830		
Phone number	(02) 6881 1433	Email	twpzeducation@zoo.nsw.gov.au
Web address	www.taronga.org.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

<i>Hazard</i>	<i>Associated risk</i>	<i>Existing risk controls</i>
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School Education Work Experience

Traffic Hazards and Vehicles – both external and in-grounds vehicle movements	Injury from a moving vehicle	Students will be briefed by Taronga Western Plains Zoo Administration or Education Officer on Monday morning on potential traffic hazards before accessing behind the scenes areas. Taronga traffic management rules are in place including a ten-kilometre speed limit on circuit. Taronga vehicles must use hazard lights when driving backwards on the circuit. Speed limit enforced and safety buzzer/light in use for buggies.
Child Protection	Duty of Care Management	WWCC existing for all Taronga Western Plains Zoo Staff and Volunteers. Work experience student provided with name badge at orientation on Monday morning, students are instructed by Taronga Western Plains Zoo staff to always wear their name badge and utilise Zoo staff in case of emergencies. Students are briefed at the beginning of the week by Taronga Western Plains Zoo Administration or Education Officer about behaving appropriately and always following instructions in zoo grounds.

First Aid and Emergency Response	<p>First Aid Required</p> <p>Medical Emergency</p>	<p>The school will provide the Taronga Western Plains Zoo Work Experience Coordinator information on all students' medical needs, including Emergency Response Plans (including Anaphylaxis and Asthma) and Medication, prior to student attending work experience.</p> <p>The Work Experience Coordinator will pass on the student's medical information to the supervising keepers prior to the placement.</p> <p>Students must bring Epipens & inhaler or equivalent for known allergies and always carry on them.</p> <p>For escalation of Medical Aid Taronga Western Plains Zoo Staff will implement Taronga's Emergency Response Plan, which includes Occupational First Aid Responders or Emergency Code Calls, including external communication with emergency services.</p> <p>Taronga Western Plains Zoo staff to inform Work Experience Coordinator of any First Aid and Emergency Response needed for work experience students.</p> <p>Supervising staff to radio for a qualified first aider to attend to work experience student if required.</p> <p>Work Experience Coordinators responsibility to make contact with the school and parents to inform of any incidents occurring during work experience.</p>
Walking on uneven circuit track	Slips, trips and falls	<p>Work experience students are to wear enclosed footwear.</p> <p>Work experience students need to be aware that the Taronga Western Plains Zoo circuit is 6km in length.</p> <p>School's Career Adviser/Teacher must communicate with Education Administration Officer if additional provisions are required for work experience student access to site.</p>
Environmental Impacts	Extreme Weather Conditions (incl. Heat Stress, Sunburn, Storms, High Winds)	<p>In the event of severe weather, Taronga Western Plains Zoo's Emergency Response Plan will be enacted.</p> <p>School's duty of care responsibility must dictate whether the student attends work experience on an extreme weather day – option for school to cancel/postpone students' attendance.</p> <p>Schools Career's Advisor and work experience students are advised by email in the attached Work Experience Induction Booklet prior to placement that appropriate PPE is recommended for work experience placement – including raincoats, rest breaks, water, sunscreen, and hats.</p> <p>Water available from drinking fountains throughout the Zoo.</p>
Information Centre and Communications	<p>Unprepared for work experience</p> <p>Careers Advisor unaware of requirements</p>	<p>It is the responsibility of the school/Careers Advisor to ensure that all work experience students are informed of their responsibility BEFORE coming on site. This information will be emailed to the school and will include risk assessment, Work Experience Induction Booklet and other relevant site information.</p> <p>Work Experience Students are not permitted to bring and operate radios within Zoo grounds.</p> <p>Additional information also available on Taronga Website (www.taronga.org.au)</p>
Contact with Flora and Fauna	<p>Animal bite or scratch</p> <p>Disease or allergy</p>	<p>First Aid available via Taronga Western Plains Zoo Emergency Response Plan (See above: First Aid and Emergency Response).</p>

		<p>Students briefed at the start of the week by Zoo Administration or Education Officer during Monday morning orientation and during their induction to their division by their supervising keeper on appropriate behaviour and safety around animals.</p> <p>Animals are under the control and supervision of trained Taronga staff members or volunteers.</p> <p>Animals are regularly checked for potential disease.</p> <p>Animals are conditioned to minimise the potential of biting or scratching.</p> <p>Students briefed prior to entering animal enclosure space about appropriate WHS e.g., Hand Washing, cleaning boots, or use antibacterial foam or other.</p>
Water Bodies	Injury or drowning	<p>Students will not to be left unsupervised around large water bodies.</p> <p>No work experience students are permitted to enter a body of water.</p>
No Public Access Areas (Behind the Scenes access/tours)	<p>Collision</p> <p>Slips, Trips, Falls</p> <p>First Aid or Medical Emergency</p>	<p>Students will be briefed on potential traffic hazards before accessing behind the Scenes areas.</p> <p>Students accessing behind the scenes areas to be accompanied by Taronga Western Plains Zoo staff (carrying a two-way radio and mobile phone) at all times and briefed on safety hazards related to potential trips or slips.</p> <p>In the event of a medical emergency or first aid requirement Taronga Western Plains Zoo staff will follow the First Aid and Emergency Response procedure.</p>
Food Preparation and washing dishes	<p>Food allergy</p> <p>Cut from sharp object</p> <p>Burns from hot water</p>	<p>Students must provide details of known allergies to attached Division's Supervisor prior to commencing work experience.</p> <p>Epipens & inhaler must be always carried by students.</p> <p>Safety instructions will be given to students prior to any food preparation by their supervising Taronga Western Plains Zookeeper.</p> <p>Mesh gloves will be always worn by students when preparing food.</p>
Manual handling	Strain injury	<p>Students are not to lift or move heavy objects. Taronga Western Plains Zoo recommends the lifting capacity for volunteers and students is 15kg.</p> <p>Any load above 20kg must be risk assessed for the individual task by Taronga Western Plains Zoo staff.</p>
Animal bites or scratches to work experience student during program	Animal bite or scratch	<p>Animals are under the supervision of trained Taronga Western Plains Zoo staff members.</p> <p>Animal Handling Procedures and policies kept up to date and communicated with staff.</p> <p>First aid Officers on site (See above: First Aid and Emergency Response).</p>
Access to potentially dangerous equipment such as vehicles	Physical injury	No students are to drive any Taronga Zoo vehicle.

Risk of Zoonotic disease e.g., Ringworm, Salmonella	Infection	<p>Clear instructions given by staff during work experience (e.g. hand washing procedures and locations).</p> <p>Consistent adherence to standard husbandry procedures (e.g. animal handling training, hygiene, quarantine procedures, staff ensure up-to-date-knowledge and communication of animal health, control of pests).</p>
Adverse individual behaviour	An uncontrolled work experience student could lead to adverse animal behaviour (e.g., scratch/bite)	<p>Clear instructions given by staff before visitors enter area.</p> <p>Clear communication with work experience student before their Zoo visit that duty of care/behaviour management is their responsibility.</p> <p>Consistent behaviour management (including removing work experience student from area if necessary).</p> <p>Designated areas identified by Keepers and communicated to work experience student to assist in effective and safe management of student.</p>
Extreme weather	Heat related issues (lethargy, heat stress), extreme cold weather, high wind issues (branches falling), heavy rain (flooding, slip hazard)	<p>Taronga Western Plains Zoo Education Administration Officer will offer advanced communication regarding PPE recommended for excursion – including raincoats, water, sunscreen, enclosed shoes, and hats.</p> <p>Water available from drinking water taps throughout the Zoo.</p> <p>Shady areas provided in most locations and around the site.</p> <p>Trees area maintained around the zoo spaces to minimize branch falling.</p> <p>Taronga Western Plains Zoo Staff to monitor work experience student during the programs and modify activity/venue as necessary.</p> <p>In the event of severe weather, Taronga Western Plains Zoo’s Emergency Response Plan will be enacted.</p>
Communicable Disease	Spread of communicable disease by staff	<p>Taronga staff must declare all suspected and confirmed cases of communicable disease and directed to self-isolate as appropriate and in accordance with NSW Health.</p> <p>Students and Teachers must declare any suspected or confirmed cases of communicable disease to their school and not attend the excursion/incursion.</p> <p>Taronga staff will follow and implement guidelines and protocols in accordance with Taronga WHS and NSW health in relation to communicable diseases which includes (but is not limited to)-</p> <ul style="list-style-type: none"> -Thoroughly wiping down (with disinfectant) all equipment that guests will come in to contact with -Regular hand washing with soap or use of hand sanitiser <p>Revise and modify program manuals and checklists such as SOPs to support program delivery.</p> <p>Staff/guests to wear a face mask if required and identified through WHS risk assessment and guidelines.</p> <p>Program delivery for children/students to be line with NSW Health guidelines for schools and childcare – https://www.nsw.gov.au/covid-19/education/schools-and-childcare</p>

		<p>Program delivery will be in line with TWPZ site protocols and COVID-19 Safety Plan for Zoos - https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-zoos-reptile-parks-and-aquariums_0.pdf</p> <p>Regular briefings to Taronga Western Plains Zoo staff communicating and reinforcing COVID-19 protocols. Staff asked to provide feedback regarding physical distancing and immediately report areas of concern to supervisor and manager.</p>
Communicable Disease	Spread of communicable disease by students/guests	<p>Students will not attend the site if feeling unwell and will notify Education Admin. Work Experience students must also declare all suspected and confirmed cases of COVID-19 and self-isolate as appropriate and in accordance with NSW Health.</p> <p>Work Experience students will follow guidelines and protocols in accordance with Taronga WHS and NSW health in relation to communicable diseases which includes (but is not limited to);</p> <ul style="list-style-type: none"> -Thoroughly wiping down (with disinfectant) all equipment that they have come in to contact before and after use -Regular hand washing with soap or use of hand sanitiser -always Adhering to Education guidelines and with staff/adults maintaining 1.5 metres where practical. -All students/guests will follow the instructions from TWPZ staff. -Students to wear a mask if required and identified through the TZ COVID-19 protocols <p>If a student/guest is showing flu-like symptoms, they will be immediately quarantined or sent home from the site and will be permitted to return only once well again or if they have been cleared of having COVID-19 if this is a concern.</p> <p>External stakeholders must also declare all suspected and confirmed cases of COVID-19 and self-isolate as appropriate and in accordance with NSW Health.</p> <p>Students will sign in each morning at the security desk for recording for contact tracing.</p> <p>Students will be briefed on Monday morning when they first arrive for their placement to ensure they are aware of guidelines and requirements.</p> <p>Students will be reminded throughout the day regarding good hygiene practices.</p> <p>Students are encouraged to have breaks outside whenever possible and follow the COVID indoor protocol when accessing communal Taronga Western Plains Zoo staff areas such as lunch areas and kitchens.</p>
<p>Equipment List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</p>		
First aid supplies available at designated points around the site. These are accessed by designated Taronga First Aid staff.	Mesh Gloves will be provided for food preparation	
First aid team on call at all times during operating hours.		
Water is available from drinking fountains throughout the Zoo.	Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<p>Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue</i></p>	Mandatory- Appropriate clothing, enclosed shoes, hat, water and sunscreen.	
	Taronga Western Plains Zoo supervising keepers must be in possession of information on all students' medical needs, including Emergency Response Plans (including Anaphylaxis and Asthma) and Medication, this information must be provided to Taronga Western Plains Zoo prior to placement by the School.	

Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	During placement work experience students will be supervised by Taronga Western Plains Zoo staff.		
	Safety briefing is provided during orientation prior to students entering zoo grounds. Further safety briefing by Taronga Western Plains Zoo keepers on each division.		
	In-grounds security, guest services and qualified first aid staff.		
Access	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is the venue wheelchair accessible?	*Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>* The public facing part of the zoo is accessible, however, not all areas back of house are wheelchair accessible.</i>		
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Are employees and others undertaking work (including volunteers) trained to deal with emergency procedures?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Child-related employment	Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If your organisation is registered with an Approved Screening Agency in NSW, have all employees and others undertaking work (including volunteers) undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist schools and students in their risk management planning for work experience at TWPZ. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.

