



Risk Assessment Task: Variety Charity Day
Locations: Carpark, Zoo entry, Zoo grounds



Venue	Sydney Zoo, 700 Great Western Highway, Bungarribee
Phone number	1800 843 966
Web address	sydneyzoo.com
Email contact	reservations@sydneyzoo.com
Public Liability insurance?	Yes
Equipment and supervision onsite	<ul style="list-style-type: none">• First aid equipment, facilities and trained staff onsite. If required, please approach Sydney Zoo staff• Variety Volunteers and Sydney Zoo staff will be onsite to supervise visitors at all times.• Onsite briefing will be conducted with the Variety team prior to the event.• Hand sanitiser available after contact with animals – over 60 units onsite.• Sunscreen available upon request• Defibrillators located at first aid bays on site• 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

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	Vehicles in carpark upon arrival	Collision with vehicle/run over by vehicle	12	<ul style="list-style-type: none"> Visitors supervised when embarking/disembarking from transport vehicles and instructed on safe crossing points by Sydney Zoo staff. (i.e. Pedestrian Crossings) Speed limit enforced and safety buzzer/light in use for buggies. 	
2	Many people, management of group	lost visitors/isolation from group, and large crowds	12	<ul style="list-style-type: none"> WWCC for all education staff. Visitors should be chaperoned at all times within Zoo grounds. Zoo Workshops are led by a Sydney Zoo educator. Supervising adults should implement effective supervision strategies (e.g. Name badges, mobile contact number displayed on students, utilising Zoo staff in case of emergencies, regular roll calls and emergency meeting points.) Supervising adults should ensure visitors behave appropriately and follow instructions at all times. 	4
3	Uneven ground, gravel, grass, playground, medical emergencies	Slips, trips and falls, medical emergencies	12	<ul style="list-style-type: none"> Primary duty of care for visitors is with the Variety supervising adults. Variety's supervising adults must be in possession of information on all visitors' medical needs, include Emergency Response Plans (including Anaphylaxis and Asthma) and Medication. For escalation of Medical Aid, please approach Sydney Zoo staff for assistance. If required the Zoo's Emergency Response Plan can be implemented, which includes First Aid Responders and Emergency Code Calls, including external communication with emergency services. Visitors accessing behind the scenes areas to be accompanied by Sydney Zoo staff at all times 	4

				and briefed on safety hazards related to potential trips or slips.	
4	Extreme weather	Heat stress/stroke, sunburn, storms, lightning strike, high winds, rain	10	<ul style="list-style-type: none"> • In the event of severe weather, Sydney Zoo's Emergency Response Plan will be enacted. • Variety's Duty of Care responsibility must dictate whether the event is to go ahead – option for school to cancel/postpone their visit. • Variety is advised that appropriate PPE is recommended for the event – including, rain coats, rest breaks, water, sunscreen, and hats advised. • Water available from drinking fountains/refill stations throughout the Zoo. • Supervisors should be aware of areas of shelter in Zoo grounds – on maps. • In the event of severe weather and Sydney Zoo enacting its emergency response plan guests will be directed accordingly to procedure. 	1
5	Miscommunication/ lack of information	Unprepared - I attending adults unaware of supervision requirements	6	<ul style="list-style-type: none"> • Information sent to the Variety staff member who has booked the event. • Expectation of the booking, Variety staff member to send information to the relevant parties and attending adults. • Information provided to Variety's supervisors upon booking via e-mail, including risk assessment and other relevant site information. • More information available at www.sydneyzoo.com 	3
6	Contact with Flora and Fauna, walk through exhibit with roaming animals present	Animal bite or scratch Disease or allergic reaction	12	<ul style="list-style-type: none"> • Animals are under the supervision of trained Sydney Zoo staff members or volunteers. Animals are regularly checked for potential disease. • Animals are conditioned to minimise the potential of biting or scratching. 	2

				<ul style="list-style-type: none"> • Visitors are reminded to observe proper hygiene after contact with animals - i.e. washing hands or use antibacterial foam that will be available after contact. • Restricted access and instructional signage must be observed by public. • First Aid available if required by Sydney Zoo staff. (See above: First Aid and Emergency Response) • Visitors accessing behind the scenes areas to be accompanied by Sydney Zoo staff at all times and briefed on safety hazards related to flora and fauna. • Visitors will not consume bush tucker plants during visit in case of allergy. 	
7	Consuming food and beverage available on site	Allergy and food intolerances	10	<ul style="list-style-type: none"> • Food and beverage is provided and managed by Sydney Zoo for purchase. • Food Safety Standards in place by Sydney Zoo. • Variety's supervising adults must be in possession of information on all visitors' medical needs, such as Anaphylaxis, Asthma and Medication and have appropriate control measures in place. • Variety to organise visitors with potential severe allergy and food intolerances to arrange own food for event as precaution. • 	2
8	Other visitors to the Zoo who may be unwell	Contacting a positive Corona Virus case whilst at the zoo	12	<ul style="list-style-type: none"> • Coronavirus (COVID-19) safety protocols are in place • Visitor numbers are set to comply with the 4sqm rule for the site and within any internal spaces • Hand sanitising stations are positions throughout the zoo • Surfaces, bathrooms, tables and chairs are sanitised regularly • Zoo staff are required to advise if they have any COVID related symptoms and must stay at home. The staff are also provided with masks for optional use 	2

				<ul style="list-style-type: none"> • Social distancing marshals have been deployed daily to monitor and enforce social distancing • Social distancing notifications are throughout the zoo in high traffic areas to remind visitors of the requirement to social distance. • No touching signs are placed along any glass enclosure fronts to remind people to reduce touch points • Visitors and staff with any respiratory symptoms will not be permitted onsite 	
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Person/s conducting the risk assessment	Position or Title	Date conducted	Signature
Lisa Christie	Head of Culture and Visitor Experience	1/11/19	
Jessica Menendez	Education Program Coordinator	Update	
Lara Summerville Lisa Christie	Administration Assistant Head of Culture & Visitor Experience	Edit for Variety 16/11/20	