






Risk Assessment

Risk Assessment Task	Variety Christmas Day 2021	Locations: Carpark, Zoo entry, Zoo grounds
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Person/s conducting the risk assessment	Position or Title	Date conducted	Signature
Tanya Bigeni	Events and Membership Manager	10/11/2021	
Lisa Christie	Head of Visitor experience	22/11/2021	
Darryn McColl	WHS coordinator	27/11/2021	

Referenced Legislation, Australian Standards, Codes of Practice and guidance materials
<p>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</p>



Risk Assessment

Hazard number	Hazards	Associated Risks	Without Controls	* Risk rating with no controls			Controls in place	* Risk rating with controls (Residual risk)		
				C	L	R		C	L	R
1	Vehicles in carpark		Collision with vehicle/run over by vehicle	4	B	Urgent	<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 speedumps have been installed. Bus drop-off zone utilised where possible. 	3	D	Medium
2	Management of mass arrival at entry		Groups spilling onto roadway	4	B	Urgent	<ul style="list-style-type: none"> VE to staff the entry area including all queuing areas appropriately Staff to manage check in and safety of guests at zoo entrance 	3	D	Medium
3	Uneven ground, gravel, grass, playground and all medical emergencies		Slips, trips, falls and medical emergencies	3	B	High	<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 	2	D	low



Risk Assessment

4	Extreme weather	Heat stroke/ sunburn, storms, lightning, high winds and rain	3	B	High	<ul style="list-style-type: none"> • 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 • St Johns Ambulance staff on-site for the duration of the event. • 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 • Variety is advised that appropriate PPE is recommended for the event – including, raincoats, rest breaks, water, sunscreen, and hats. • 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 by zoo staff. 	2	D	Low
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* C = consequence L = likelihood R = risk rating



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Hazard number	Hazards	Associated Risks	Without controls	* Risk rating with no controls			ADDITIONAL RISK Controls	* Risk rating with controls (Residual risk)		
				C	L	R		C	L	R
5	Contact with Flora and Fauna, walk through exhibit with roaming animals present		Animal bite or scratch Disease or allergic reaction	3	B	High	<ul style="list-style-type: none"> Animals are under the supervision of trained Sydney Zoo staff members or volunteers. Animals undergo routine Veterinary checks. Animals are conditioned to minimise the potential of biting or scratching. Visitors are reminded to observe proper hygiene after contact with animals - i.e. washing hands or use of antibacterial soap that will be available after contact. Restricted access and instructional signage must be observed by public. First Aid available. (See above: First Aid and Emergency Response) Visitors accessing behind the scenes areas will always be accompanied by Sydney Zoo staff. All visitors will be briefed on safety hazards related to flora and fauna. Visitors will not consume bush tucker plants during visit in case of allergy. 	2	D	Low



Risk Assessment

6	Consuming food and beverage onsite	Allergy and food intolerances	3	C	High	<ul style="list-style-type: none"> Food and beverage are 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 bring own food if required. 	2	D	Low
7	Other visitors to the Zoo who may be unwell	Contacting a positive Covid 19 case whilst at the zoo	3	B	High	<ul style="list-style-type: none"> Coronavirus (COVID-19) safety protocols are in place Visitor numbers are set to comply with the current health rule for the site and within any internal spaces. Hand sanitising stations are positioned throughout the zoo Surfaces, bathrooms, tables and chairs are sanitised regularly Zoo staff are required to wear masks according to the current health orders and Sydney Zoo procedures. Social distancing marshals have been deployed daily to monitor and enforce social distancing. Social distancing notifications are throughout the zoo at 1.5m intervals to remind visitors 	2	D	Low



Risk Assessment

						<ul style="list-style-type: none"> No touching signs are placed along any glass enclosure fronts to remind people to reduce touch points. All guests, staff and visitors to be double vaccinated against Covid 19. They must show a valid certificate or exemption upon entry. 		
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Photos

NA	NA	NA
Add comments	Add comments	Add comments



Risk Assessment

Control Action Plan Short Term 0-3 months

Hazard No.	Hazards	Recommended Actions	Time frame	Completed By:	Completed Date:

Long Term 12 months

Hazard No.	Hazards	Recommended Actions	Time frame	Completed By:	Completed Date:



Risk Assessment

Step 1: Determine the Consequence

Level	Descriptor	Examples
1	Insignificant	No injury, no financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

Step 2: Determine the Likelihood

Level	Descriptor	Examples
A	V Likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Consequence

Likelihood	Consequence			
	Insignificant 1	Minor 2	Moderate 3	Major 4
Very Likely A	High	High	Urgent	Urgent
Likely B	Medium	High	High	Urgent
Moderate C	Low	Medium	High	Urgent
Unlikely D	Low	Low	Medium	High
				Catastrophic 5



Risk Assessment

Rare E	Low	Low	High
		Medium	High

Step 3: Determine the Risk (using the matrix)

Step 4: Recommended Action

Risk Level	Recommended Action
Urgent	<p>Act Immediately (within 48hrs) The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls</p>
High	<p>Act Within (2 weeks) The proposed activity can only proceed, provided that:</p> <ol style="list-style-type: none"> (1) The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls (2) The risk controls must include those identified in legislation, Australian Standards, codes of practice (3) The risk assessment has been reviewed and approved (4) A Safe Working Procedure (SWP) has been prepared (5) The manager must review and document the effectiveness of the implemented risk controls.
Medium	<p>Act Within (4 Weeks) The proposed task or process can proceed, provided that:</p> <ol style="list-style-type: none"> (1) The risk level has been reduced to as low as practicable using the hierarchy of risk controls (2) The risk assessment has been reviewed and approved (3) A Safe Working Procedure (SWP) has been prepared.
Low	<p>Act Within (8 Weeks) Managed by local documented routine procedures which must include application of the hierarchy of controls.</p>



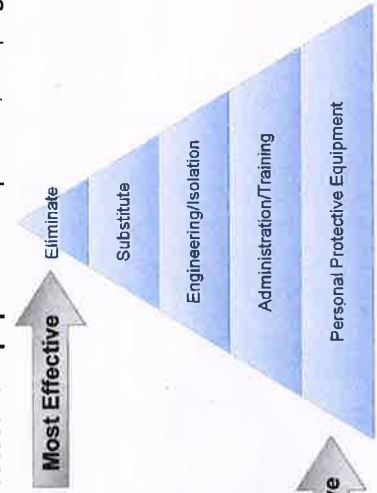
Risk Assessment

Hierarchy of Controls

Controlling the health and safety risks in a workplace is necessary to prevent injury and illness. First, identify and assess the risks, then decide on the best way to control (i.e. remove or reduce) them, by applying the Hierarchy of Controls.

The Hierarchy of Controls preferred order of control measures.

- **Elimination** - eliminating the hazard
- **Substitution** - replacing one substance or activity with a less hazardous one
- **Isolation** - use of barriers to shield or isolate the hazard, enclosures for noisy machinery, installing guards on machinery
- **Engineering** - design and install equipment to counteract the hazard
- **Administration** - policies and procedures for safe work practices
- **Personal Protective Equipment** - respirators, ear plugs, face masks



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Risk Assessment

When deciding on the best way to control a risk, start at the top of the hierarchy of controls, i.e. investigate if the risk can be eliminated first, for example by changing the way the work is done, or by using safer substances or equipment. This is the most effective way to control a hazard. If these methods are not possible, then the use of isolation, engineering or administrative controls to reduce or minimise the risk are to be used.

Re-evaluation of risk

After controls have been implemented the risk needs to be re assessed to determine what is the residual risk.

Monitor and Review

It is necessary to monitor the effectiveness of all steps of the risk management process. This is important for continuous improvement. Ongoing review of the risk assessment is essential to ensure relevance to activities undertaken. Factors that affect the severity and consequence of the outcome may change as may factors that affect the suitability of the control strategies.

Monitoring and review also involves learning lessons from the risk management process, by reviewing events, the treatment plans and their outcomes. The risk assessment is required to be reviewed on an annual basis in consultation with relevant stakeholders. For each stage of the process records should be kept to enable decisions to be understood as part of a process of corporate governance and continual improvement.

