|  |  |  |
| --- | --- | --- |
| Date: | Class level: | Teacher in Charge: |
| Number of children: | Number of helpers: | Number of staff: |
| Day/Time of departure: | Day/Time of return to school: | Approved by: |

**Group members requiring special consideration:**

|  |
| --- |
| Health: |
| Behaviour: |
| Other: |

|  |  |  |
| --- | --- | --- |
| **Pre-visit checklist** Off-site venue visited  Trip application approved Permission slips returned Medical records checked RAMS form to all teachers | **On the day** Student lists and contacts Medication First Aid kit Cell phone Intentions left at office Equipment checked | **Comments** |
| **What could go wrong?** | **What would cause this?** | **How to prevent this from happening** | **Whose responsibility is this?** | **When/where will preventative measures be taken?** | **Emergency plan** |
| Personal accident or injury | * Person not looking where they are going
* Person falls over
* Person pushing or shoving another
* General carelessness
* Not following zoo rules
 | * Ensure supervision and adherence to zoo rules at all times.
* Being aware of uneven ground or sections of pathways.
* No running in zoo.
* Being considerate of other public.
 | All supervisors of visiting groupStudents | * At discussion meeting with entire group before departure to the zoo.
* Reminders given while at the zoo.
 | * Supervisor notifies Zoo staff of accident or injury.

**This action MUST be taken even if supervisor is a qualified first-aider and situation is under control.*** First Aid administered by qualified zoo or school first-aider.
* Zoo medical emergency procedure followed if injury is moderate or serious.
* Incident report to be completed before supervisor leaves the zoo.
 |
| Person is lost orunaccompanied | * Inadequate supervision
* Inadequate supervisor-student ratio
* Persons lack of awareness of risk in such a situation
* No sticking to public pathways
 | * Ensure students are made aware of the requirement to remain close to supervisor at all times.
* Ensure that supervisors personally conduct regular and careful headcounts.
 | All supervisors of visiting groupStudents | * At discussion meeting with entire group before departure to the Zoo.
* Reminders given while at the Zoo.
 | * Contact zoo staff.
* Notice and description of missing person is radioed throughout zoo staff who will keep a lookout/help search.
* Description of missing person put over loud speaker.
* When located missing person will be returned to reception area to be collected.
 |
| Toilet accident | * Excitement
* Waiting till last minute
* Not knowing toilet location
* Not taking toilet breaks when offered
* Person with bladder problem
 | * Supervisors to familiarise themselves with the location of toilet facilities around zoo.
* Use toilets at the entrance of the zoo upon arrival
* Remind / point out toilet facilities while moving around the zoo.
 | All supervisors of visiting groupStudents | * At discussion meeting with entire group before departure to the zoo.
* Reminders given while at the zoo.
 | * Supervisors are responsible to be prepared for and take action if soiling event occurs.
 |
| **What could go wrong?** | **What would cause this?** | **How to prevent this from happening** | **Whose responsibility is this?** | **When/where will preventative measures be taken?** | **Emergency plan** |
| Weather related hazards | * Lack of adequate protection against:

- dehydration - heat - cold - rain - wind - UV radiation | * Visitors must check the weather forecast and ensure every student is suitably protected from the elements, particularly wind and sun protection.
 | All supervisors of visiting groups | * At discussion meeting with entire group before departure to the zoo.
* Reminders given while at the zoo.
 | * Supervisor notifies Zoo staff of person’s condition.

**This action must be taken.*** First aid administered by qualified zoo or school first-aider.
* Zoo ‘Medical Emergency’ procedure followed if injury is of concern.
* Incident report to be completed before supervisor leaves the zoo.
 |
| Sick person | * Lack of medication
* Pre-existing condition
 | * Please ensure that all required medications (for asthma, allergies etc.) are readily at hand and that pre-existing conditions are noted and that provision has been made for this.
 | All visiting supervisors | * Discussed with supervisor prior to arrival at the zoo.
* As and when necessary
* Upon the arrival of qualified

first aid personnel | * Supervisor notifies Zoo staff of person’s condition.

**This action must be taken.*** First aid administered by qualified zoo or school first-aider.
* Zoo ‘Medical Emergency’ procedure followed if moderate or serious.
* Incident report to be completed before supervisor leaves the zoo.
 |
| Person injured e.g. bitten, scratched, by animal | * Person ignores written and/or verbal instructions
* Lack of adequate supervision
* Curiosity
 | * Provide clear and frequent instructions not to attempt to touch animals or to offer them food or other items.
 | All supervisors of visiting groups and any accompanying zoo staff | * At discussion meeting with entire group before departure to the zoo.
* Reminders given while at the zoo.
 | * Supervisor immediately notifies Zoo staff of incident/injury.

**This action MUST be taken even if supervisor is a qualified first-aider and patient seems unconcerned.*** Qualified zoo first-aider will attend.
* Zoo ‘Medical Emergency’ procedure followed if injury is moderate or serious.
* Incident report to be completed before supervisor leaves zoo.
 |
| **What could go wrong?** | **What would cause this?** | **How to prevent this from happening** | **Whose responsibility is this?** | **When/where will preventative measures be taken?** | **Emergency plan** |
| Dropping food, clothing or litter into enclosures | * Desire to attract animal and observe reaction
* Accidental release (e.g. blown by wind)
* Desire to feed animals
 | * Utilising rubbish bins.
* Inform visitors of the need to respect the ‘homes’ of our animals and of the danger items of rubbish can pose to animals when playing or ingesting them and that animals are on special diets.
* Make sure clothing is worn or held securely.
 | All supervisors of visiting groups | * At discussion meeting with entire group before departure to the zoo.
* Reminders given while at the zoo.
 | * **Do not attempt to retrieve any item from enclosure.**
* Supervisor notifies zoo staff of their item ending up in enclosure.
* Notification passed to relevant zoo team leader for appropriate action.
 |
| Animal escape | * Earthquake, accidental release
 | * Regular monitoring of enclosure condition/security.
* Care with entry/exit of keepers/zoo personnel.
* Appropriate design of enclosure.
 | All zoo staff particularly keepers | * Daily during feeding.
* Daily during general zoo staff movement about the zoo.
* During enclosure design.
 | * Zoo staff will implement ‘Animal Escape’ procedure.
* All visitors will follow directions of Zoo staff.
 |
| Fire | * Deliberate, accidental, careless activity
 | * Care with use of tools and accelerants.
* Care with BBQ and gas bottles.
* Reporting suspicious behaviour.
 | All supervisors of visiting groupsAll zoo staff and visiting contractors. | * As and when utilising tools, facilities and ignition systems around the zoo.
* As and when suspicious behaviour is reported.
 | * Zoo staff will implement ‘Fire Emergency’ procedure.
* All visitors will follow directions of Zoo staff.
 |
| Earthquake | * Natural Process
 | * Unpreventable
 | No designated responsibility | * Heeding predictions
 | * Zoo staff with implement ‘Earthquake’ procedure.
* All visitors to follow directions of Zoo staff.
 |
| Special needs not catered for. | * Individual needs of visitors (e.g. intellectual, mobility, medical, behavioural) are not acknowledged and/or lack of awareness of these needs.
 | * Supervisors need to be informed of any students in their care that require and special requirements.
 | All supervisors of visiting groups. | * Ensure supervisors have appropriate equipment and are trained to meet individual needs.
 | * Not an emergency situation.
 |
| **What could go wrong?** | **What would cause this?** | **How to prevent this from happening** | **Whose responsibility is this?** | **When/where will preventative measures be taken?** | **Emergency plan** |
| Burns | * Accidental spillage of hot drinks
 | * Students to be supervised by adults while walking in the café area.
* We ask that school groups do not use café seating areas.
 | All supervisors of visiting groups. | * Supervising adults will be instructed by group leader of their responsibilities.
* Will find an appropriate meeting area for group away from the café.
 | * Supervisor notifies Zoo staff of person’s condition.

**This action must be taken.*** First aid administered by qualified zoo or school first-aider.
* Zoo ‘Medical Emergency’ procedure followed if injury is of concern.
* Incident report to be completed before supervisor leaves the zoo
 |

**We also have RAMS forms available for Sleepovers and Waiwhakareke visits.**