



**RISK MANAGEMENT & SAFETY
FOR SCHOOL GROUPS VISITING THE
TERRITORY WILDLIFE PARK**

Risk Management & Safety for School Groups

School:..... Date:.....
Teacher:.....



Dear Teacher,

Thank you for choosing to visit the Territory Wildlife Park (the Park) with your school group.

Following are some of the identified risks that may be associated with your visit to the Park. Please note that this information is a guide only and schools can complete their own risk assessments.

It is suggested that Teachers familiarise themselves with the Park prior to your school visit, this way if you have not visited the Park yourself, you can get an understanding of how large the Park is and what we have to offer your school group. You can book a Teacher familiarisation visit, which is available 7 days a week, by emailing twp@nt.gov.au. These visits are free of charge for Teachers and eligible for one familiarisation visit per teacher per year. If you come to the Park with your family for that visit, they will need to pay normal entry fees.

Upon arrival at the Park school groups are welcomed by one of our guides who will have a brief discussion with Teachers and supervisors and give a quick overview of the Park layout giving you suggestions on how to make best use of your time at the Park. The Park map has all relevant information regarding drinking bubblers, emergency phone number, train stops, toilet facilities and the location of our first aid room.

There are first aid kits located in each section and on the trains. In the event that Teachers/supervisors require first aid assistance please find the nearest Park employee and request their assistance. There is always a staff member on duty with First Aid qualifications.

If you need assistance but it is not urgent you can call the general phone number 8988 7200 press 5 to talk with a staff member.

Emergency Muster points are at the train stations around the Park. In the case of an emergency (ie fire, cyclone etc) please head to the nearest train station and a staff member will collect visitors from these points.

Thank you and we look forward to your visit to the Park.

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Item	Situation	Potential Hazard	Safety Controls
1a	Walking through the Park and animal exhibits	Students may lose/get separated from school group and/or get lost	<ul style="list-style-type: none"> Teachers should ensure students are aware and prepared for walking through a large site. We advise that teachers follow recommended supervision ratios of 1:1 for special needs; 1:5 for preschool and early years; and 1:10 for primary years and above. Teachers/supervising adults should implement effective supervision strategies (eg name badges, school shirts, mobile contact number displayed on students, regular roll calls and awareness of emergency phones and mustering points). Ensure that there is always one supervisor at the rear of the group at all times to keep students from dawdling or falling behind their group. In the event of an emergency Teachers/supervisors should utilise Park staff to assist with the group. Park staff have emergency procedures to follow in relation to missing visitors.
1b		Slips, trips and/or falls	<ul style="list-style-type: none"> Students and teachers/supervisors should remain on designated pathways at all times. Ensure students do not run or act dangerously in and around pathways and link road. Ensure that all students wear appropriate enclosed footwear.
1c		Sunburn, heat stress and dehydration	<ul style="list-style-type: none"> Teachers/supervisors should familiarise themselves with the location of water bubblers and encourage students to use them regularly through their visit (located at Main Station, Monsoon Forest, Aquarium, Goose Lagoon and Flight Deck). Teachers to ensure students are provided with adequate sun protection (hat & sunscreen). First aid officers are on duty at all times within the Park.

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Item	Situation	Potential Hazard	Safety Controls
2a	Contact with animals via paid animal encounters or animals at the: <ul style="list-style-type: none"> Woodland Wallaby Walk Billabong Pelican Brekky Monsoon Forest 	Disease, infections and/or injury	<ul style="list-style-type: none"> Close encounter animals are always under the supervision of trained staff Animals are regularly checked for potential disease. Procedures exist to ensure keepers handling animal do not transfer bacteria (eg Salmonella) to surfaces touched by others.
2b		Animal bite or scratch	<ul style="list-style-type: none"> Animals used for close encounters with visitors are conditioned to minimize the potential of biting and are always under the supervision of trained staff. Teachers/supervisors should ensure students do not enter restricted areas without approval or supervision of Park staff. Teachers/supervisors to ensure students do not approach or chase animals within walk through wallaby or bird exhibits All visitors must follow keeper/guide instructions when encountering animals.
2c		Collision with free flying birds at the Flight Deck or Monsoon Forest	<ul style="list-style-type: none"> There is always a zoo keeper on duty at the Nature Presentations (Wild Talks) who will advise of section procedures. Teachers/supervisors must ensure their group/s stay seated at all times during the presentations.
3	Contact with plants	Allergies, possible stings from insects, splinters, other injuries from handling plant material	<ul style="list-style-type: none"> Teachers should ensure that any students that have allergies to any top end flora (plants) have the relevant medication with them to mitigate any allergic reactions. If there are students who have allergies to insects Teachers should ensure that relevant medication is brought along for that child to use (ie epipen or antihistamines). First aid officers are on duty at all times within the Park.

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Item	Situation	Potential Hazard	Safety Controls
			<ul style="list-style-type: none"> Children supervised when handling plant materials for activities in case of splinters, thorns, sharp edges, falling objects etc.
4a	General Safety	Slips, trips and falls	<ul style="list-style-type: none"> Teachers/supervisors must ensure students do not climb any structures (fences, barriers, trees, etc.) that could pose a risk to student welfare. All visitors MUST adhere to all signage around the Park
4b		Playground injuries	<ul style="list-style-type: none"> Teachers/supervisors MUST supervise students playing on the playground at all times. Ensure students are using playground equipment appropriately Adhere to Park staff directions in relation to safety on the day.
5	Boarding and disembarking the shuttle train	Injury, slips, trips and falls	<ul style="list-style-type: none"> Trains will always use the designated train stops when dropping off and picking up students. Park guides will follow train procedures to ensure safety of all visitors Teachers/supervisors MUST ensure that students are seated at all times while the train is in motion. Teachers/supervisors MUST ensure students are supervised at the recommended ratios. Teachers/supervisors MUST ensure that students approach, board and disembark the train in a calm and orderly manner (ie no running or jumping).
6	General Illness or Injury	Student doesn't feel well or has a pre-existing injury	<ul style="list-style-type: none"> There is a first aid room with a sick bed. One adult supervisor must be present whilst a student is utilising this facility. First aid officers are on duty at all times within the Park. Arafura Medical Centre is located at Berry Springs Shop which is a 5 minute drive from the Park.

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			<ul style="list-style-type: none"> Parents can come to collect their child from the Park if required.
7	Traffic Hazards	Injury from moving vehicles on Park	<ul style="list-style-type: none"> Speed limit for all vehicles on the Park is 20kms per hour at all times. School buses can Park in the allocated coach parking which is next to the entrance, this minimises the need for students cross the car park roads. There is a designated pathway from coach parking to entrance. Teachers/supervisors must ensure that students obey all road rules whilst on Park, they are no different to general road rules.
8	Child Protection	Harm to students if they are isolated from their school group	<ul style="list-style-type: none"> All Park staff delivering learning programs and the majority of Staff employees are required to have current ochre cards. If the Teachers/Supervisors require a copy of ochre cards we can happily provide them or ask to see the ochre card on the day. Teachers/supervisors must supervise students at all times and at the recommended ratios. All students must be accompanied when using toilet facilities.
9	Inclement weather	Severe thunderstorms, monsoon rain, cyclone or bush fires	<ul style="list-style-type: none"> In the event of a severe change in weather, Park staff will follow procedures in place to ensure that school groups are safely collected from the Park and returned to secure area. Teachers must ensure that when they sign the booking form at admission that a mobile number is provided to the admissions team to ensure that the group can be contacted in the case of emergencies.

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Item	Situation	Potential Hazard	Safety Controls
10	Lost property	Items lost or left behind at the Park	<ul style="list-style-type: none"> • If items are found on Park and are clearly labelled, Park staff will endeavour to contact the school. • If an item has been lost/left behind it will be held at the Park for 30 days before it is disposed of.

Additional risks that your school staff may identify:

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