

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSION

Venue Name	Kanyana Wildlife Rehabilitation Centre Inc		
Location	120 Gilchrist Road, Lesmurdie, WA 6076		
Phone Number	(08) 9291 3900		
Web Address	www.kanyanawildlife.org.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity / Program (Please list)	Recommended age group / fitness level / prerequisite skills	Staff accreditation / competence for this activity / program	Potential Risks List hazards / risks related to each activity / program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Education Programs	Years K-12 Moderate Fitness Level	Trained Volunteer Presenters with Working With Children Checks	All of the following listed below.	First Aid kits located in the Administration Building, Animal Hospital, & resident animal enclosures area to facilitate quick access in the event of an incident. Phones located throughout key areas of the site i.e. Administration Building, Hospital, Resident animal enclosures. Presenters trained in Emergency Evacuation procedures. Presenters forewarn students of potential hazards.
Arrival and Departure	Years K-12 All venues wheelchair-friendly	N/A	Large 57 seater buses will need to enter via boom gate rather than main entrance to avoid low hanging branches. Buses are not to drive near buildings, as they will hit the gutters. Car park area is covered with rough gravel rather than bitumen surface and has overhanging trees in	Forewarn bus driver of best entrance access prior to visit. Ensure students are ushered onto footpath by most direct route. Manage student movement through parking lot. Draw attention to the need for caution i.e. avoid fallen branches or honky nuts. Draw attention to possible slip hazard when paths are wet.

			some areas. Possible trip hazard.	
Movement throughout the centre	Years K-12	Trained Presenters	Fallen twigs, honky nuts on pathways	Manage students movement around the centre. Prevent running, pushing, crowding. Prevent children from shouting as this will unsettle the animals.
Storage of bags and water bottle	Years K-12	N/A	Theft of bags, contents of bags or water bottles. Mix up of children's water bottles.	Bags and water bottles can be stored in the main hall. Food must be sealed and kept inside to avoid attracting pests. Water bottles must be clearly marked with the child's name to prevent mix-up. Adult bags containing valuable items can be left in the office under supervision. General public are not authorised to enter Kanyana unless they have pre-booked a tour.
Activities in the Discovery Centre	Years K-12	Trained presenters	Collision with exhibition displays	Presenter to student ratio observed to ensure adequate supervision. Student movement is managed. Students to remain in group. Running, pushing and crowding is avoided.
Exploration of interactive activities	Years K-12	Trained presenters	Electrical appliances e.g. x-ray machine, i-pad. Catching fingers in drawers/cupboards etc.	Presenter to student ratio observed to ensure adequate supervision. Student movement is managed. Students to remain in group. Running, pushing and crowding is avoided. Electrical appliances are clearly indicated, well maintained and stored in line with OH&S regulations. Children will be shown how to safely use electrical appliances and will be supervised. Drawers do not physically close all the way to avoid finger traps.

<p>Animal encounters and activities in Main Hall / Close Encounter Room / outside enclosure</p>	<p>Years K-12</p>	<p>Trained presenters</p>	<p>Collision with obstacles, e.g. chairs, taxidermy animals, live animals. Possible bite/scratch from animals.</p>	<p>Presenter to student ratio observed to ensure adequate supervision.</p> <p>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</p> <p>Children are arranged in a semi-circle within safe distance of the live animals.</p> <p>Children to refrain from touching the animal until asked to.</p> <p>Children encouraged to sit still and quiet to avoid unsettling the animal.</p>
<p>Movement from Main Hall to hospital and animal enclosures</p>	<p>Years K-12</p>	<p>Trained presenters</p>	<p>Possible fall due to honky nut, fallen branch on pathway. Possible animal bite or scratch.</p>	<p>Prior to moving through the centre students are briefed about behavioural expectations and potential hazards e.g. to move in 2s, to keep voices down, to take care when walking.</p> <p>Students move as a group under supervision of presenter, teacher and helpers.</p> <p>Children to refrain from putting their fingers through the wire of cages to avoid bites/scratches.</p> <p>Children to refrain from sudden movements/screams when in the presence of a live wild animal.</p>
<p>Evacuation during tour</p>	<p>Years K-12</p>	<p>Trained presenters</p>	<p>Unsure of exit points.</p>	<p>Presenters trained in evacuation procedures.</p> <p>Emergency signage and lighting is well maintained, prominently located and displayed.</p> <p>Head counts are taken at the beginning of the tour.</p> <p>Evacuation assembly point pointed out to the group.</p> <p>Instructions for evacuation explained at the start of the program.</p> <p>Buses must remain on site during the summer months to evacuate in the case of bushfire.</p>

Equipment	
List any equipment, including personal protective equipment, to be provided for use during the activities / programs	
First Aid Kits located in the Administration Building and at the Hospital	
Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is all fire safety equipment properly maintained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Other Requirements 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.	Comfortable, closed in footwear is recommended as the tour includes walking.
Supervision / services List services provided by venue staff including briefings, guided tours, supervision of activities etc.	The volunteer guides have been trained in animal handling and health & safety guidelines, and all carry Working With Children Checks.
Access	Is the Venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 staff trained to deal with emergency situations? 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"/>

Please note that the information provided about the above was current 10th November 2016. It has been provided by Kanyana Wildlife Rehabilitation Centre to assist teachers in their risk management planning for excursions. If further information is required please contact Kanyana Wildlife on (08) 9291 3900.