



## TROPICAL FRUIT WORLD Educational Excursion Risk Register

<p><i>Name of School:</i></p> <p><i>Description &amp; Location of Excursion:</i> Tropical Fruit World, 29 Duranbah Road, Duranbah, NSW</p> <p><i>Date(s) of Excursion:</i></p>	<p><i>Group/Class:</i> _____ <i>Number in Group/Class:</i> _____</p> <p><i>Name of Excursion Coordinator:</i></p> <p><i>Contact Number:</i></p>
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Activity	Potential Hazard Identification	Consequence Rating	Base Risk & Likelihood	Elimination or Control Measures	Residual Risk
<b>Coach transfer arrival at TFW</b>	Trips, falls boarding coach;	Minor – First aid treatment only	Low risk; Unlikely;	<ul style="list-style-type: none"> <li>- Ensure safe location for loading / unloading of passengers.</li> <li>- Park in designated coach parking area at TFW ;</li> </ul>	<b>Low (6)</b>
<b>Walking through park grounds, dining and retail areas</b>	Slips / trips / falls on grounds or in buildings	Minor – First aid treatment only	Moderate risk; Possible;	<ul style="list-style-type: none"> <li>- Restricted areas clearly marked;</li> <li>- Appropriate footwear (comfortable closed-in shoes) recommended as per Conditions of Entry (attached);</li> </ul>	<b>Low (6)</b>
<b>Tractor ride</b>	Passenger Safety	Minor – First aid treatment only	Moderate risk; Very unlikely;	<ul style="list-style-type: none"> <li>- Safety talk given by tractor driver. Rules to be observed;</li> <li>- Maintain correct passenger limit;</li> <li>- Maintain appropriate child to adult ratio;</li> <li>- Remain seated while riding on tractor vehicle;</li> <li>- Side barrier chains will be secured and checked by TFW guide and must remain in place while vehicle is moving;</li> <li>- No climbing on or over tractor seats;</li> <li>- Climbing on, over or into the tractor cabin area, engine or wheels is not permitted;</li> <li>- Microphone system is installed to allow communication with tractor driver/guide during tour;</li> </ul>	<b>Low (6)</b>

Activity	Potential Hazard Identification	Consequence Rating	Base Risk & Likelihood	Elimination or Control Measures	Residual Risk
<b>Orchard / Rainforest Walk</b>	Slips / trips / falls	To	Moderate risk; Possible;	<ul style="list-style-type: none"> <li>- Paths and grassed areas regularly maintained;</li> <li>- Trees regularly pruned and maintained;</li> <li>- Guests to remain in immediate area with group and follow guide instructions;</li> <li>- Appropriate footwear (comfortable closed-in shoes) recommended as per Conditions of Entry (attached);</li> <li>- Appropriate clothing to minimise sun exposure and suitable to weather conditions to be worn;</li> <li>- School escorts to provide repellent and sunscreen;</li> <li>- Radio and first aid kits maintained and available at key stations throughout grounds;</li> <li>- TFW to provide proficient first aid officer on site at all times during visit;</li> <li>- Guide to be made aware of any known severe insect (or food) allergies to minimise risk exposure;</li> </ul>	<b>Low (6)</b>
	Child separated from group		Low risk; Unlikely;		
	Scratches from plant branches and stems		Low risk; Possible;		
	Insect sting / animal bite		Moderate risk; Possible;		
	Sunburn		Moderate risk; Possible;		
Allergic reaction	Moderate – Medical treatment	Moderate risk; Unlikely;			
<b>Fauna Park</b>	Animal bite	Minor – First aid treatment only	Moderate risk; Possible;	<ul style="list-style-type: none"> <li>- Safety talk by guide. Follow guide instruction;</li> <li>- Do not enter restricted enclosures;</li> <li>- Feed only approved, TFW supplied animal feed;</li> <li>- Remain with tour group and guide;</li> <li>- Hand washing facilities provided. Students to be instructed to wash hands after handling/animals;</li> </ul>	<b>Low (6)</b>
<b>Billabong Boat Ride</b>	Water Safety	Minor – first aid only required, to Moderate – Medical treatment	Moderate risk; Very unlikely;	<ul style="list-style-type: none"> <li>- Vehicle and waterways well maintained and staff fully trained;</li> <li>- Safety talk by guide to be observed;</li> <li>- Maintain correct passenger number limit;</li> <li>- Shallow water depth: 1-2 metres;</li> <li>- Life Preservers on board. High railings. Safety hand rails at entry/exit points.</li> <li>- Guests must not lean over sides of boat to reach at water, animals or plants;</li> <li>- Remain seated for duration and do not begin exiting boat until instructed by TFW guide;</li> <li>- Maintain appropriate child to adult ratio;</li> <li>- Enter/exit boat at side stairway, in single file;</li> </ul>	<b>Low (6)</b>

Activity	Potential Hazard Identification	Consequence Rating	Base Risk & Likelihood	Elimination or Control Measures	Residual Risk
<b>Adventure Playground</b>	Possible minor injury	Minor – first aid only required, to Moderate – Medical treatment	Moderate risk; Possible;	<ul style="list-style-type: none"> <li>- Maintain appropriate child to adult ratio; Constant supervision at all times by school teachers/escorts;</li> <li>- Radio communication, first aid kit available at station;</li> <li>- Proficient first aid staff available on site;</li> <li>- Ambulance access maintained;</li> <li>- Students to remain on grassed areas or designated playground spaces at all times and remain out of gardens and (shallow) water bodies;</li> <li>- Students to follow instructions re. equipment and utilise flying fox one person at a time;</li> <li>- Sports equipment only to be used for intended purpose;</li> </ul>	<b>Low (6)</b>
<b>Miniature Train Ride</b>	Possible minor injury	Minor – first aid only required,	Moderate risk; Possible;	<ul style="list-style-type: none"> <li>- Safety instruction provided by guide prior to ride. Rules to be observed; No reaching out, leaning or rocking of train. Remain seated with feet firmly and evenly positioned on base rail.</li> <li>- Supervising teachers/escorts to ride with and supervise students;</li> <li>- Do not stand or exit train until ride is completed and train has come to complete stop;</li> <li>- Do not attempt to retrieve any item lost during ride (eg. hats, glasses). They can be retrieved afterwards;</li> <li>- Follow guide instruction at all times;</li> </ul>	<b>Low (6)</b>
<b>Water Bodies</b>	Possible access or falls into billabong, dams or ponds	Minor – first aid only required, to Moderate – Medical treatment	Moderate risk; Very unlikely;	<ul style="list-style-type: none"> <li>- Appropriate adult to child ratio to be maintained;</li> <li>- Students to remain with tour group at all times;</li> <li>- Students must not attempt to enter waterways, as access is not permitted at any time;</li> <li>- Students not permitted to play at edge of water bodies;</li> <li>- Water bodies located on tour route are shallow to minimise risk of drowning and assist in easy rescue;</li> <li>- Wherever practicable, unauthorised or accidental access to water bodies has been prevented by physical barriers and clearly defined garden spaces;</li> </ul>	<b>Low (6)</b>

Activity	Potential Hazard Identification	Consequence Rating	Base Risk & Likelihood	Elimination or Control Measures	Residual Risk
<b>Fruit Tasting</b>	Allergies	Moderate – Medical treatment	Serious risk; Extremely rare;	<ul style="list-style-type: none"> <li>- School / teachers to advise TFW staff <u>at time of booking and in advance of visit</u> of any known food allergy. Information will be noted in food preparation for group.</li> <li>- Any fruits/foods known to cause severe anaphylactic allergic reaction in an individual to be isolated or omitted from menu as required;</li> <li>- First aid equipment and staff trained in first aid to be available on site at all times during visit;</li> </ul>	<b>Moderate - but isolated to affected individuals (4)</b>
<b>Park /Farm Generally</b>	Extreme weather/ Natural disaster with risk of flooding, fallen trees or tree branches	Minor – first aid treatment required, to Major – extensive injuries	Serious risk; Possible;	<ul style="list-style-type: none"> <li>- Weather conditions monitored by staff, with warnings of extreme weather issued if necessary;</li> <li>- Problem trees monitored, identified &amp; maintained;</li> <li>- Areas or activities within the park closed at times where there may be potential danger;</li> </ul>	<b>Low (6)</b>

#### **First Aid**

Tropical Fruit World ensures that staff trained and proficient in Senior First Aid are rostered within the park at all times. First Aid stations are located in public areas of the park. They are well signed and regularly maintained. Protocols for CPR and snake bite response are clearly indicated in the signage at first aid stations in other public areas. First aid response is conducted via two-way radios for efficiency, and reliability in emergency situations.

#### **Emergency Response**

Tropical Fruit World maintains a roster of staff trained in Fire and Emergency response and evacuation procedures. Our facilities meet and or exceed the relevant requirements for fire prevention, with fire-fighting equipment regularly maintained, clearly signed and freely accessible. Evacuation plans are displayed. Our TFW Area Wardens will escort students to safety in an emergency. Students and teachers are to follow the instructions of TFW wardens. Tropical Fruit World staff will limit guest access to any area or activity where they perceive a potential safety risk.

#### **Assessment of Risk**

“Base Risk” is an assessment of risk of the activity if uncontrolled, where no risk elimination procedures are applied. “Residual Risk” indicates the level of risk that may still remain for an activity after the control and elimination measures have been put in place. Risk is assessed as “Low”, “Moderate” or “High” using a Risk Matrix. To the extent where Tropical Fruit World is indicated, all elimination and control measures are regularly monitored and reviewed for effectiveness.