



## PLANNING INFORMATION, FAQ, RULES AND RISK MANAGEMENT FOR GROUP VISITS

### ***What time should we arrive and what do we do when we arrive?***

On arrival your group should enter through the side gate by the ice cream shop. The children can sit around the BBQ tables or play on the playground, the leader reports to the shop, meets the coordinator, gives final numbers and makes payment. Then the coordinator will meet the group in the courtyard, put on the wrist bands and give a talk. The best time to arrive is between 9.30am and 10.30am. Most groups start by having morning tea in the courtyard where the playground is.

### ***Is there bus parking and how far do the children have to walk to the entrance?***

The bus can drop you right beside the barn in the bus drop off zone. The walk is less than 1 minute along a foot path. There is a large gravel area beyond the car park where the buses can park after the children vacate the bus. The bus can collect you in the same place as drop off.

### ***Do we get a tour guide or someone to show us around?***

We will give your group a talk about the rules and latest information on our animals - show you locations of toilets etc. After this you can guide yourselves around the complex, on busier days we will give more direction. While it is good to have a plan, it is also a good idea to be flexible in terms of fitting in with our advice on the day – we are aiming to give you the best possible visit. Butterfly Creek is not a huge complex, so it is easy to find your way around. If your group is short on time, small or you are a regular visitor, you can skip the talk if desired.

### ***What do we do if it is raining? Is there somewhere to eat and can we still visit everything?***

Butterfly Creek is 75% undercover, so it is suitable in wet weather, undercover exhibits can be visited when it is raining. The train still operates when it rains, jackets may be needed. On cold days clothing layers are a good idea as the Butterfly House can get up to 30 degrees celcius. We have the Buds party room to eat in on wet days.

### ***Should we split into groups or can we all go together? What if we have a large group?***

For groups with over 50 people we recommend you split into multiple groups, we can help with this. For numbers less than this you can all go around together. Please refer to the encounter times for things that you may want to do and see as a group. If you have a very large group, we will do our best to make sure you can see everything by organizing a group rotation.

### ***How long should we visit Butterfly Creek for?***

Generally, it is best to plan to be here for 2 - 4 hours. Groups vary greatly but in general, here is a general guideline for timings:

Introduction talk: 5 – 10 minutes

Keepers talk: 10 – 15 minutes (schools only)

Train: 5 minutes (one loop)

Farm: 30 minutes

Aquarium & bugs: 10 minutes

Butterfly House & Monkeys: 15 minutes

Crocodiles, Kiwi House, Otters, Eels: 25 minutes

Dinosaur Kingdom: 15 – 20 minutes

***Can we bring in our own food? Is there somewhere to buy a coffee or lunch?***

Yes, we permit groups to bring their own packed lunch (not takeaways) but it must be consumed in the courtyard area, not in the café. Yes, there is a café with tasty treats, fresh tea and coffee. We also have an ice-cream parlour with ice creams, donuts, ice blocks, shakes and drinks. Ice creams can be preordered for groups.

***Is there somewhere to leave our bags? Can we take prams around?***

Depending on the day and how many group bookings we have, it may be possible to allocate a room for you to use during your visit to us. Priority for rooms go to the bigger groups that have requested education talks etc.

***When does the train go and how many times can we go on it? How many people does it fit?***

If you add the train to your booking, we will let you know when your private group train ride will commence - it will go around the track twice. The train fits approx. 25-30 people but we will ensure everybody gets a ride. We come back to the same point, so prams and bags can be left on the platform. Please note due to increased demand during school holidays, we are not able to offer holiday programme groups the train option.

***We are studying a topic; can we have a talk with an animal keeper for more information?***

Yes, some school groups like to have a talk with an animal keeper, if you add this to your booking then it is normally done after the rules/intro talk. You can specify what you would like us to talk about and the children can ask questions to the keeper afterwards.

***Are there any Education Resources we can use?***

Yes, once you have confirmed your visit by paying the 25% deposit. Please contact our group coordinator to discuss our education resources.

***Rules***

Please go over these rules with your group prior to your visit and again in the bus. That way when we see them, we are reinforcing their expectations. This is a wonderful opportunity to teach children how to show care and respect for animals.

When you visit the animals at Butterfly Creek, they are in their homes, this is where they live. These are some things that we can do so the animals feel safe and happy in their homes:

- By the aquarium, in the butterfly house, crocs area and in the petting shed with the rabbits and guinea pigs it is important that we are quiet with our voices and walk softly with our feet as loud noises are very scary for the animals.
- We are kind, soft and gentle with the animals here at Butterfly Creek.
- Children are encouraged to stroke baby rabbits and guinea pigs but are not allowed to pick them up and walk around. They are expected to take turns gently and to be seated when doing so. If children are rough or noisy the farm supervisor will put the animals back in their pens to keep them safe, happy and relaxed.
- Butterflies can't hurt you and will land on people, but it is important that we don't try to pull at them or catch them as that could break them.
- We never throw anything at insects, butterflies, animals or fish or tap on the glass that the animals are behind.
- On the train platform we keep right away from the train if it is moving past the platform. When riding the train we keep our arms and hands inside the carriage and always stay sitting down.
- In Dinosaur Kingdom we are gentle with the dinosaurs being careful not to pull their teeth or damage them in any way.

- We expect children to respect our plants and property, put their rubbish in the bins provided and please only eat in the designated eating areas (playground, courtyard and café), not near the animals.

The areas Teachers/Supervisors/Adults need to diligently supervise are the train platform, butterflies landing on children, stroking animals in the petting shed, and noise when the crocodile show is on.

### ***Risk Management Plan***

- Butterfly Creek has been designed with the safety of young visitors a priority. We cannot eliminate all risks and it is the responsibility of the care giver/s to ensure that children are adequately supervised so that they do not come to any harm.
- This is particularly so in the car park, where there is the danger posed by moving cars and around the train platform where children are at obvious risk from the passing train.
- If first aid is required, we have St Johns First Aid kits located in all operational areas. Please ask staff if such assistance is required. We also have a defibrillator on site.
- For more serious matters Auckland Airport have an emergency paramedic service on call. This service is located within 1km of Butterfly Creek. There are also Doctors nearby, phone 09 256 8655.
- Butterfly Creek has a current Building Warrant of Fitness. Compliance Schedule No: 3438
- Emergency exits are located throughout the complex.
- Restroom/Toilet facilities are located next to the Buds Room (adjacent to the playground), in the café and by the main entrance foyer. There is a wheelchair accessible toilet and mothers change room by the Buds Room.
- Parts of Butterfly Creek are outdoors and exposed to the weather. We recommend children and adults wear appropriate clothing including jackets on cold days and hats and sunscreen on sunny days. Visitors must wear shoes.
- Our staff are fully trained in case of an emergency and carry out regular fire safety drill training.
- In the event of a fire, please follow directions of Butterfly Creek staff to safely get to the assembly points located by the barn in the car park.

## **Risk analysis management system (RAMS)**

### **Education / School visits**

We want you, your students and accompanying adults to have a safe, successful and enjoyable visit.

Students should be encouraged to identify behaviour that could be dangerous or unacceptable in relation to themselves, Butterfly Creek staff, other visitors, animals or property. Appropriate rules and behaviour codes should be developed. Your organisation will have its own behavioural expectations for educational visits, please ensure the students are aware of these expectations.

The following is a guide to make you aware of the risks that have been identified within Butterfly Creek; however, other unidentified hazards could be present. If you do identify any hazards, please report it as soon as possible to help us control them within our facility.

Butterfly Creek operates to the following relevant industry standards, operation to comply the Health and Safety at Work Act 2015.

### **Risk Assessment Guidance**

Like all zoos and wildlife parks, we have to operate under the auspices of the Bio securities Act, 1993. We are subject to an annual inspection by MPI enforcement officers, who carry out containment inspections, examine the way we take care of our animals and the safety of visitors and staff. This licence is renewed yearly.

It is strongly recommended where possible that all teachers make a pre-visit to Butterfly Creek and carry out their own risk assessment before undertaking an outing with children.

Please contact the Education Coordinator to organise your courtesy visit. In the event that a pre-visit is not possible, this document provides a general outline of risks.

It is essential that students be supervised throughout their visit to Butterfly Creek: in accordance with Butterfly Creeks Terms and Conditions regarding child to adult ratios. Where students have Special Needs and a carer is essential, the admission of the carer is free during school term visits. (Please advise staff when making a booking).

It is essential that the students understand:

- the aims and objectives of the visit
- how to avoid specific dangers and why they should follow all rules and instructions
- why safety precautions are in place and what standard of behaviour is expected
- who is responsible for the group
- what to do if approached by anyone from outside the group
- what to do if separated from the group

**Please note that whistles are not permitted at Butterfly Creek, as staff use whistles as an emergency signal. In the event of an emergency, please follow the directions of zoo staff immediately.**

## Visit: Risk Management Plan (RAMS)

Date:	Class level:	Teacher in charge:
No. of children:	No. of helpers:	No. of staff:
Day/Time of departure:	Day/Time of return to school:	Approved by:

### Group members requiring special consideration:

Health:
Behaviour:
Other:

Pre-activity checklist	On the day	Comments
Off-site venue visited <input type="checkbox"/>	Students list and contacts <input type="checkbox"/>	
Trip application approved <input type="checkbox"/>	Medication <input type="checkbox"/>	
Permission slips returned <input type="checkbox"/>	First Aid kit <input type="checkbox"/>	
Medical records checked <input type="checkbox"/>	Cell phone <input type="checkbox"/>	
RAMS form to all teachers <input type="checkbox"/>	Intentions left at office <input type="checkbox"/>	
	Equipment checked <input type="checkbox"/>	

## Risk Analysis Management

What could go wrong?	What would cause this?	How to prevent this from happening	Significant Hazard Y / N	Whose responsibility is this?	When/where will preventative measures be taken?	Control Method	Emergency plan
<b>Personal accident or injury</b>	<ul style="list-style-type: none"> <li>• Person not looking where they are going</li> <li>• Person falls over/slips/trips</li> <li>• Person pushing or shoving another</li> <li>• General carelessness</li> <li>• Not following the attraction park rules</li> <li>• Nocturnal habitats</li> <li>• Climbing onto railings /rocks/trees/posts and sculptures/falling from play equipment</li> <li>• Falling into moats/ water barriers around enclosures</li> <li>• Electric fencing around some enclosures</li> <li>• Inappropriate footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure supervision and adherence to Butterfly Creek rules at all times</li> <li>• Provide clear and frequent instructions not to climb or attempt to enter enclosures</li> <li>• Being aware of uneven ground or sections of pathways</li> <li>• No running in the facility</li> <li>• Being considerate of other public</li> <li>• Allow time for eyes to adjust to nocturnal environment</li> <li>• Reading safety notices where relevant</li> <li>• Students to wear appropriate footwear</li> </ul>	<b>N</b>	<p>All supervisors of visiting group</p> <p>Students</p>	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to BFC</li> <li>• Reminders given while at BFC</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Supervisor notifies staff of accident or injury</li> <li><b>This action MUST be taken even if supervisor is a qualified first-aider and situation is under control.</b></li> <li>• First Aid administered by qualified staff or group first- aider</li> <li>• BFC medical emergency procedure followed if injury is moderate or serious.</li> <li>• Incident report to be completed before supervisor leaves BFC</li> </ul>
<b>Person is lost or unaccompanied</b>	<ul style="list-style-type: none"> <li>• Inadequate supervision</li> <li>• Inadequate supervisor-student ratio</li> <li>• Persons lack of awareness of risk in such a situation</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure students are made aware of the requirement to remain close to supervisor at all times</li> <li>• Plan for and enforce minimum supervisor charge ratio in accordance with BFC Terms and Conditions – Children to be supervised at all time if under the age of 15 years</li> <li>• As a supervisor follow the ratios stated in BFC terms and conditions</li> <li>• Children to be accompanied to the toilet block</li> </ul>	<b>Y</b>	<p>All supervisors of visiting group</p> <p>Students</p>	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to BFC</li> <li>• Reminders given while at BFC</li> <li>• In welcome conversation with educators</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Contact BFC staff</li> <li>• Notice and description of missing person is radioed throughout BFC staff who will keep a lookout/help search</li> <li>• When located, missing person will be returned to Ticket office to be collected.</li> </ul>

What could go wrong?	What would cause this?	How to prevent this from happening	Significant Hazard Y / N	Whose responsibility is this?	When/where will preventative measures be taken?	Control Method	Emergency plan
<b>Vehicle/person conflict within BFC grounds</b>	<ul style="list-style-type: none"> <li>• Inadequate supervision</li> <li>• Inadequate supervisor-student ratio</li> <li>• Persons lack of awareness of risk in such a situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisors and children are made aware of vehicles operating in BFC grounds</li> <li>• All vehicles operate at a max speed of 10km/hour</li> <li>• All vehicles must give way to pedestrians</li> </ul>	<b>N</b>	All supervisors of visiting group Students	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to BFC</li> <li>• Reminders given while at BFC</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Supervisor notifies BFC staff of accident or injury</li> <li><b>This action MUST be taken even if supervisor is a qualified first-aider and situation is under control.</b></li> <li>• First Aid administered by qualified BFC or GROUP first- aider</li> <li>• BFC medical emergency procedure followed if injury is moderate or serious</li> <li>• Incident report to be completed before supervisor leaves BFC</li> </ul>
<b>Toilet accident</b>	<ul style="list-style-type: none"> <li>• Excitement</li> <li>• Waiting until last minute</li> <li>• Not knowing toilet locations</li> <li>• Not taking toilet breaks when offered</li> <li>• Person with bladder/ bowel problem</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisors to familiarise themselves with the location of toilet facilities around BFC</li> <li>• Remind/point out toilet facilities while moving around the BFC</li> </ul>	<b>N</b>	All supervisors of visiting group Students	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to BFC</li> <li>• Reminders given while at BFC</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Supervisors are responsible to be prepared for and take action if soiling event occurs</li> </ul>
<b>Weather related hazards</b>	<ul style="list-style-type: none"> <li>• Lack of adequate protection against: <ul style="list-style-type: none"> <li>- dehydration - heat - cold - rain - wind - UV radiation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Visitors must check weather forecast and ensure all students are suitably protected from the elements, particularly the sun</li> <li>• Locations of sheltered areas available from BFC staff</li> <li>• Water fountain in the courtyard area. Ensure all visitors drink water regularly</li> </ul>	<b>N</b>	All supervisors of visiting groups	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to BFC</li> <li>• Reminders given while at BFC</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Supervisor notifies BFC staff of person's condition</li> <li><b>This action must be taken.</b></li> <li>• First aid administered by qualified BFC staff or school first- aider</li> <li>• BFC 'Medical Emergency' procedure followed if injury is of concern</li> <li>• Incident report to be completed before supervisor leaves BFC</li> </ul>

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<b>Person falling ill</b>	<ul style="list-style-type: none"> <li>• Lack of medication</li> <li>• Pre-existing condition</li> </ul>	<ul style="list-style-type: none"> <li>• Please ensure that all required medications (for asthma, allergies etc.) are readily at hand and that pre-existing conditions are notified and that provision has been made for this</li> </ul>	<b>N</b>	All visiting supervisors	<ul style="list-style-type: none"> <li>• Discussed with supervisor prior to arrival at BFC</li> <li>• As and when necessary</li> <li>• Upon the arrival of qualified first aid personnel</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Supervisor notifies BFC staff of person's condition</li> <li><b>This action must be taken</b></li> <li>• First aid administered by qualified BFC staff or school first- aider</li> <li>• BFC 'Medical Emergency' procedure followed if moderate or serious</li> <li>• Incident report to be completed before supervisor leaves BFC</li> </ul>
<b>Person injured e.g. bitten, scratched stung by animal</b>	<ul style="list-style-type: none"> <li>• Person ignores written and/or verbal instructions</li> <li>• Lack of adequate supervision</li> <li>• Curiosity</li> <li>• Harassed animal</li> <li>• Free range chickens</li> <li>• Wild animals / insects (e.g. bees)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clear and frequent instructions not to attempt to touch animals or to offer them food or other items</li> <li>• Beware of bees and other insects</li> </ul>	<b>N</b>	All supervisors of visiting groups and any accompanying BFC	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to BFC</li> <li>• Reminders given while at BFC</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Supervisor immediately notifies BFC staff of incident/injury</li> <li><b>This action MUST be taken even if supervisor is a qualified first-aider and patient seems unconcerned</b></li> <li>• Qualified BFC staff first-aider will attend</li> <li>• BFC 'Medical Emergency' procedure followed if injury is moderate or serious</li> <li>• Incident report to be completed before supervisor leaves BFC</li> </ul>
<b>Dropping food, clothing or litter into enclosures</b>	<ul style="list-style-type: none"> <li>• Desire to attract animal and observe reaction</li> <li>• Accidental release (e.g. blown by wind)</li> <li>• Desire to feed animals</li> </ul>	<ul style="list-style-type: none"> <li>• Utilising rubbish bins</li> <li>• Inform visitors of the need to respect the 'homes' of our animals and of the danger rubbish can pose to animals when playing or ingesting them and that animals are on special diets</li> <li>• Make sure clothing is worn or held securely</li> </ul>	<b>N</b>	All supervisors of visiting groups	<ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure BFC</li> <li>• Reminders given while at BFC</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Do not attempt to retrieve any item from enclosure</li> <li>• Supervisor notifies BFC staff of their item ending up in enclosure</li> <li>• Notification passed to relevant staff team leader for appropriate action</li> </ul>



What could go wrong?	What would cause this?	How to prevent this from happening	Significant Hazard Y / N	Whose responsibility is this?	When/where will preventative measures be taken?	Control Method	Emergency plan
<b>Containment Breach</b>	<ul style="list-style-type: none"> <li>Natural disaster, severe weather</li> <li>Accidental release</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring of enclosure condition/security</li> <li>Care with entry/exit of keepers/zoo personnel</li> <li>Appropriate design of enclosure</li> </ul>	<b>Y</b>	All BFC staff particularly keepers	<ul style="list-style-type: none"> <li>Daily during feeding</li> <li>Daily during general BFC staff movement about the venue</li> <li>Appropriate enclosure design</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>BFC staff will implement 'Containment Breach' procedure</li> <li><b>All visitors must follow directions of BFC staff</b></li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>Deliberate, accidental, careless activity</li> </ul>	<ul style="list-style-type: none"> <li>Care with use of tools and accelerants</li> <li>Reporting suspicious behaviour</li> </ul>	<b>N</b>	All supervisors of visiting groups All BFC staff and contractors	<ul style="list-style-type: none"> <li>As and when utilising tools, facilities and ignition systems around BFC</li> <li>As and when suspicious behaviour is reported</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>BFC staff will implement 'Fire Emergency' procedure</li> <li>All visitors will follow directions of BFC staff</li> </ul>
<b>Natural Disasters</b>	<ul style="list-style-type: none"> <li>Natural Process</li> <li>Earthquake</li> <li>Tsunami</li> <li>Flooding</li> <li>Volcano</li> </ul>	<ul style="list-style-type: none"> <li>Unpreventable</li> </ul>	<b>Y</b>	All supervisors of visiting groups  All BFC staff and visiting contractors	<ul style="list-style-type: none"> <li>Following BFC protocols</li> <li>Earthquake protocol</li> <li>Tsunami protocol</li> <li>Flood protocol</li> <li>Volcano Protocol</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>BFC staff will implement 'Emergency' procedure</li> <li>All visitors to follow directions of BFC staff</li> <li>Site emergency response plans are formulated and reviewed regularly</li> </ul>
<b>Special educational needs</b>	<ul style="list-style-type: none"> <li>Individual needs of visitors (e.g. intellectual, mobility, medical, behavioural) are not acknowledged</li> <li>Lack of awareness of these needs</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors/staff need to be informed of any students in their care that have special requirements</li> </ul>	<b>N</b>	All supervisors of visiting groups	<ul style="list-style-type: none"> <li>Ensure supervisors have appropriate equipment and are trained to meet individual needs</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>Not an emergency situation</li> </ul>
<b>Burns</b>	<ul style="list-style-type: none"> <li>Accidental spillage of hot drinks and/or food</li> </ul>	<ul style="list-style-type: none"> <li>Students are to be supervised by adults in the café areas</li> <li>Be aware of drink/food temperature</li> </ul>	<b>N</b>	All supervisors of visiting groups	<ul style="list-style-type: none"> <li>Supervising adults will be instructed by group leader of their responsibilities</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>Supervisor notifies BFC staff of person's condition.</li> <li><b>This action must be taken</b></li> <li>First aid administered by qualified BFC or school first- aider</li> <li>BFC 'Medical Emergency' procedure followed if injury is of concern.</li> <li>Incident report to be completed before supervisor leaves BFC</li> </ul>

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<b>Lack of communication between BFC staff and visiting supervisors</b>	<ul style="list-style-type: none"> <li>Lack of radio or mobile phone contact between parties in different areas of the venue, and with BFC staff</li> </ul>	<ul style="list-style-type: none"> <li>Visitors to the venue should bring mobile phones to BFC (1 per group is suggested), fully charged and switched on</li> <li>Ensure all phone numbers are circulated to each group</li> </ul>	<b>N</b>	<ul style="list-style-type: none"> <li>All supervisors of visiting groups</li> <li>Any accompanying staff to carry radios</li> </ul>	<ul style="list-style-type: none"> <li>Incorporated into planning stage</li> <li>Discussed at pre visit contact with supervisors/educators</li> <li>Discussed with entire group before departure to BFC</li> <li>Reiterated before exploring BFC</li> <li>As required within BFC grounds</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>Supervisors of visiting groups must immediately notify BFC staff if they encounter an emergency</li> <li>BFC staff will immediately notify visiting supervisors/schools/groups if an emergency occurs</li> </ul>
<b>Traffic hazards on arrival at the main entrance</b>	<ul style="list-style-type: none"> <li>Inadequate supervision</li> <li>Inadequate supervisor-student ratio</li> <li>Persons lack of awareness of risk in such a situation</li> </ul>	<ul style="list-style-type: none"> <li>Bus drop off and pick up zones are located directly in front of the orange farm barn</li> <li></li> </ul>	<b>N</b>	<ul style="list-style-type: none"> <li>All supervisors of visiting groups</li> </ul>	<ul style="list-style-type: none"> <li>Incorporated into planning stage</li> <li>Discussed at pre visit contact with supervisors/educators</li> <li>Discussed with entire group before departure to BFC</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>Supervisor immediately notifies BFC staff of incident/injury</li> <li><b>This action MUST be taken even if supervisor is a qualified first-aider and patient seems unconcerned</b></li> <li>Qualified first-aider will attend</li> <li>BFC 'Medical Emergency' procedure followed if injury is moderate or serious</li> <li>Incident report to be completed before supervisor leaves BFC</li> </ul>
<b>Damage to taxidermy/specimens/cities</b>	<ul style="list-style-type: none"> <li>Inappropriate handling of items</li> </ul>	<ul style="list-style-type: none"> <li>Ensure close supervision of groups</li> <li>Follow BFC staffs instructions at all times</li> </ul>	<b>N</b>	<ul style="list-style-type: none"> <li>All supervisors of visiting groups</li> <li>All BFC staff</li> </ul>	<ul style="list-style-type: none"> <li>Use as directed by teaching staff</li> <li>Close supervision will be maintained</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>BFC staff will notify management</li> </ul>

What could go wrong?	What would cause this?	How to prevent this from happening	Significant Hazard Y / N	Whose responsibility is this?	When/where will preventative measures be taken?	Control Method	Emergency plan
<b>Swallowing/ choking/ poisoning</b>	<ul style="list-style-type: none"> <li>• Placing small objects in mouth/nose</li> <li>• Ingesting foreign objects eg. Plants, stones</li> <li>• Playing while eating</li> </ul>	<ul style="list-style-type: none"> <li>• Close supervision at all times</li> <li>• BFC staff are to ensure teaching areas are fit for purpose</li> </ul>	<b>Y</b>	<p>All supervisors of visiting groups</p> <p>All BFC staff</p>	<ul style="list-style-type: none"> <li>• Supervisors discuss with group before departure to BFC</li> <li>• BFC staff to teach with appropriate objects, making sure teaching spaces are free of foreign objects</li> </ul>	<b>Minimise</b>	<ul style="list-style-type: none"> <li>• Supervisor notifies BFC staff of accident or injury</li> <li><b>This action MUST be taken even if supervisor is a qualified first-aider and situation is under control</b></li> <li>• First Aid administered by qualified BFC or school first- aider</li> <li>• BFC medical emergency procedure followed if injury is moderate or serious</li> <li>• Incident report to be completed before supervisor leaves BFC</li> </ul>