

Royal Botanic Gardens and Domain Trust (RBGDT)

Excursion Risk Assessment for School Excursions and Community Programs

Hazard Locations:			The Royal Botanic Garden Sydney The Australian Botanic Garden Mount Annan The Blue Mountains Botanic Garden Mount Tomah		
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all activities	Slips, trips and falls	3	<ul style="list-style-type: none"> • RBGDT will provide guidance to students walking in natural areas until they prove competence in negotiating uneven ground • Teachers/group leaders should supervise students to ensure a level of concentration commensurate with the area in which they are walking 	RBGDT	On the day
				Teacher	On the day
COVID 19 Guidelines	Cross Infection	3	<ul style="list-style-type: none"> • As per DPE policy, all RBGDT Staff, Volunteers and Contractors are required to have received two doses of COVID-19 vaccine as a condition of employment. • It is the school or groups responsibility to ensure that all attendees associated with their visit are complying with the latest requirements of the NSW Government's COVID-19 website and NSW Education's COVID-19 guidelines, which takes precedence over this document. • It is the school or groups responsibility that participants do not attend if they have an active COVID-19 infection, have been in contact with someone diagnosed or suspected of having COVID-19 in the last 14 days or are under instruction from NSW Health to isolate, are not awaiting a test result for COVID-19 and are not showing any symptoms of COVID-19. • RBGDT Education Staff provide hand sanitiser for use and encourage regular use throughout the program/activity. • The work area surfaces are cleaned with disinfectant / alcohol based wipes prior to the program • RBGDT Education Staff provide enough supplies for one per participant, where practical, to reduce items being handed from one person to another • If supplies are shared the items are to be wiped with a disinfectant wipe before being used by the next person • If a student, teacher, school staff member or parent helper on excursion shows any symptoms of COVID-19, it is the responsibility of the teacher in charge to socially distance the person/s for the remainder of the excursion. 	RBGDT	Note
				Teacher	Prep & on the day
				Teacher	Prep & on the day
				RBGDT	On the day
				RBGDT	On the day
				RBGDT	On the day
Teacher	On the day				

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Using shared public toilet facilities	Stranger interaction	4	<ul style="list-style-type: none"> • RBGDT Education staff will pre-check nearby toilets before the start of a session • Teacher/group leader or RBGDT Education Staff to accompany children to toilets. • Children advised to go to the toilet in pairs. • RBGDT carry a mobile or two-way radio to gain additional assistance from Rangers with toilets where it is required. 	RBGDT RBGDT/Teacher Teacher RBGDT	On the day On the day On the day On the day
The hazards listed cover all activities	Fire/Bushfire High wind Severe and inclement weather events	3	<ul style="list-style-type: none"> • RBGDT Education Staff will monitor weather warnings via Bureau of Meteorology weather alert and website. • On extreme weather days and on Very High to Extreme fire danger days, the RBGDT Education Staff may cancel or modify all excursions or education activities. • Weather conditions will be considered by RBGDT Education Staff before undertaking activities. • In the event of extreme weather during a lesson or activity the RBGDT Education Staff will modify or stop the activity. • Activities under tree cover will not occur when high winds are over 65km/hr (severe weather warning). • In an emergency RBGDT Education Staff and visiting school/group staff will follow the direction of onsite safety officer. • Participants will need to wear clothing suitable for the weather conditions on the day, for example raincoat, jacket, hat, covered shoes and sunscreen. 	RBGDT RBGDT RBGDT RBGDT RBGDT Safety Officer Teacher	24 hrs On the day On the day On the day On the day On the day Prep & on the day
The hazards listed cover all activities	Hypothermia	5	<ul style="list-style-type: none"> • School/group staff will check the appropriateness of students and participants' clothing prior to the commencement of the activity. • RBGDT Education Staff are first aid trained and have available at excursion venue a thermal 'space blanket'. • Supervising teacher/ group leader should monitor children for blue lips on cold days. 	Teacher RBGDT Teacher	On the day On the day On the day
The hazards listed cover all activities	Heat exhaustion Dehydration Sunburn	4	<ul style="list-style-type: none"> • All students and participants are required to bring at least one 600ml bottle of water. • Schools are expected to bring sunscreen from their school for their students and participants. • All students, participants and staff are required to wear hats, protective clothing and closed footwear when participating in lessons and activities. 	Teacher Teacher Teacher	Prep & on the day day Prep & on the day day Prep & on the day day

The hazards listed cover all activities	Being separated from the group	3	<ul style="list-style-type: none"> Teachers are reminded that the excursion policy means the duty of care owed to students cannot be delegated from the school to employees of external organisations regarding student supervision. Supervision ratio will meet the RBGDT guidelines (the RBGDT will provide one Educator per class of max 30 students). RBGDT Education Staff lead the walk; Schools and groups' supervising teacher/ group leader remains at the rear of the group. RBGDT Education Staff are familiar with tracks and terrain. RBGDT Education Staff issue clear and concise instructions on bush/site safety and with the support of participating teachers/ group leaders, ensure these instructions are followed. Students and participants will be briefed about staying on the paths unless directed by the RBGDT Education Staff. RBGDT Education Staff schedule regular stops to check on group cohesion and maintain communication with schools' supervising teacher/group leader at the rear of the group. RBGDT Education Staff carry mobile phones or two-way radios for communication in the case of emergency. 	Teacher RBGDT RBGDT RBGDT RBGDT RBGDT RBGDT RBGDT	Note On the day On the day On the day On the day On the day On the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all activities	Injury requiring first aid	3	<ul style="list-style-type: none"> RBGDT Education Staff will carry radio and telephone communication equipment. Schools are expected to bring an appropriate first aid kit from their school to meet the needs of their students and participants. RBGDT Education Staff will have available a basic First Aid Kit and will assist in injury requiring care on request of the responsible teacher. 	RBGDT RBGDT RBGDT	On the day Prep & on the day On the day
Food tasting and preparation including Bush Tucker tasting	Poisoning Allergic reactions Spread of disease Cuts	3	<ul style="list-style-type: none"> Visiting school/group staff will be notified prior to visit if food will be served during lessons or activities by the RBGDT Education Staff. Preparation and serving of food will be carried out to the highest hygiene standards. If participating in preparation and serving of food students will follow guidelines set out by the RBGDT Education Staff. RBGDT Education Staff will instruct students and participants in safe use of materials and utensils. Most food used in lessons/activities is supplied from commercial companies. Leaves, flowers, fruits supplied from the RBGDT as edible plant material are washed and dried. 	RBGDT RBGDT Teacher RBGDT RBGDT RBGDT	Booking On the day On the day Purchasing Purchasing On the day

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Lessons involving cooking and tasting	Explosion of LPG gas bottles	3	<ul style="list-style-type: none"> RBGDT Education Staff will supervise any use of the barbeques to ensure the safety of the group. This includes enforcement of surrounding area being out of bounds to students and participants and any others not authorised to be in the area. All gas bottles comply with regulations. 	RBGDT	On the day
	Burns			RBGDT	On the day
				RBGDT	On the day
The hazards listed cover all activities	Asthma	3	<ul style="list-style-type: none"> In the case of a student or participant having a known allergy, an individual allergy management plan and required medications is required to be brought to the RBGDT education venue on the excursion date. On the excursion date a parent or teacher from the visiting school/group must carry the plan and medications or treatments during activities and be trained to use such medications (i.e. adrenalin, EpiPen™ dispensers). 	Teacher	Prep
	Allergies leading to severe anaphylaxis			Teacher	On the day
The hazards listed cover all activities	Poor student or participant behaviour that compromises group safety	2	<ul style="list-style-type: none"> Students and participants to be briefed on expected level of behaviour. Measures in place for dangerously disruptive students and participants to be picked up by other staff from visiting school/ group. 	Teacher Teacher	Prep & on the day On the day
The hazards listed cover all activities	Plants with prickles, spikes, thorns or sharp protrusions	4	<ul style="list-style-type: none"> Students and participants will be briefed on the risks of touching or handling plants and will be directed by RBGDT Education Staff when they may touch or handle plants. Students and participants briefed to leave at least one metre gap between each other while walking and encouraged to warn others of such hazards by 'passing it back'. 	RBGDT	On the day
	Poisonous plants, stinging nettles			RBGDT/Teacher	On the day
	Low branches scratching face and eyes				
The hazards listed cover all activities	Snake bite	3	<ul style="list-style-type: none"> Students and participants must wear sturdy, enclosed shoes and stay on walking tracks, especially at Australian Botanic Garden Mount Annan and Blue Mountains Botanic Garden Mount Tomah Students and participants briefed by RBGDT Education Staff as to the appropriate responses and reactions upon encountering snakes. RBGDT Education Staff carry compress bandages for management of snakebite. 	Teacher	On the day
				RBGDT	On the day
				RBGDT	On the day

The hazards listed cover all activities and those involving catching leaf litter animals	Insect bites and stings	4	<ul style="list-style-type: none"> Students and participants briefed on expected hazards such as ant nests, and how to best avoid getting stung. All visiting groups/schools are advised to bring personal supply of appropriate insect repellent (roll on or lotion) and know how to apply it. Students and participants will be shown how to collect invertebrates safely using sample jars and containers. 	RBGDT Teacher RBGDT	On the day Prep & on the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Water features including waterways Dip netting activities	Drowning	3	<ul style="list-style-type: none"> Students and participants will be briefed on the risks of undertaking activities near the water by the RBGDT Education Staff. The visiting teacher/leader will supervise the safety of their group. Students and participants to wear stable and enclosed footwear. Appropriate technique and stance for dip netting to be demonstrated by the RBGDT Education Staff and must be reinforced by visiting staff and parents. 	RBGDT Teacher Teacher RBGDT	On the day On the day Prep & on the day On the day
Biology/Geography soil testing	Poisoning with chemicals	4	<ul style="list-style-type: none"> Material Safety Data Sheets info readily available at the RBGDT education venue for all chemical reagents used. Protective equipment such as gloves and eyewear are available for student and participant use. Students and participants will be briefed and encouraged to use these. 	RBGDT RBGDT	Record management On the day
Students or participants boarding and alighting from bus	Injury	4	<ul style="list-style-type: none"> Students and participants to be clearly informed of their expected movements upon alighting from bus, (specifically that the area may not be a signposted bus stop and to beware of cars travelling at high speeds on quiet Garden roads). Where doubt exists before rendezvous with the RBGDT Education Staff, students and participants should remain on bus, or contained in safe location until rendezvous made. 	Teacher Teacher	On the day On the day
Collisions – motor vehicles, bicycles, horses, pedestrians	Injury	4	<ul style="list-style-type: none"> Students and participants will be briefed at the beginning of the lesson, on how to travel safely as a group on paths and roads. Students and participants will be led through the site by the RBGDT Education Staff. 	RBGDT RBGDT	On the day On the day

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Indoor gardening	Injury Respiratory problems from inhaling potting medium Plant and soil toxicity and allergies	4	<ul style="list-style-type: none"> Planting will take place in well-ventilated area. RBGDT Education Staff will ensure potting medium is damp. Suitable plant material will be selected for planting. Hands will be washed after planting. 	RBGDT RBGDT RBGDT Teacher	On the day On the day On the day On the day
Outdoor gardening	Injury Plant and soil toxicity and allergies	4	<ul style="list-style-type: none"> Groups will be guided on risks of activity. Gloves may be supplied by the school. Suitable plant material will be selected for planting. Hands will be washed with water after planting, and students provided with hand sanitiser. 	RBGDT Teacher RBGDT Teacher & RBGDT	On the day Prep Prep On the day
Craft activities	Burns Fume Inhalation Unforeseen adhesion of body parts	3	<ul style="list-style-type: none"> RBGDT Education Staff will ensure all materials used are non-toxic and age appropriate. RBGDT Education Staff will instruct students and participants in safe use of materials. Glue gun use will be supervised by adults. Craft workshops will be conducted in well ventilated areas. 	RBGDT RBGDT RBGDT RBGDT	On the day On the day On the day On the day

Risk Reduction Control Measures for school excursions and education activities at the Royal Botanic Garden and Domain Trust (RBGDT) are:

- RBGDT Education Staff are trained in delivering education activities safely.
- The RBGDT has Senior First Aid Officers on site and all education staff taking lessons maintain current First Aid Certificates.
- Accompanying teachers and group leaders supervise their students and participants in accordance with RBGDT, NSW Education and their own school policy.
- RBGDT Education Staff have first aid kits on hand and are in radio or mobile communication at all times.
- All students and participants are advised to wear sun protection and conduct themselves in a safe and responsible manner whilst at a Royal Botanic Garden and Domain Trust site.
- At the commencement of activity, students, participants and teachers are briefed on the specific risk(s) associated with their upcoming activity and the appropriate actions they will need to perform to minimise these risks.
- RBGDT Education Staff undertake safety 'Tool Box Talks' amongst themselves beforehand and with students and participants at the start of each session.
- As per DPIE policy, all RBGDT Education Staff and Contractors have a current Working with Children Check.
- As per DPIE policy, all RBGDT Education Staff, Volunteers and Contractors have received two doses of COVID-19 vaccine
- During any incidents requiring evacuations on site, visiting students, participants and staff will follow evacuation procedures according to the supervising RBGDT Education Staff member and or the RBGDT Safety Warden.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long-term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood - is an estimate of how probable it is for the hazard to cause harm		
Legend				
1 and 2 Extreme risk: deal with the hazard immediately				
3 and 4 Moderate risk: deal with the hazard as soon as possible				
5 and 6 Low risk: deal with the hazard when able				

Risk Assessment Matrix provided by NSW Department of Education *Risk management process and proforma* (2021)

Plan prepared by: Manager, Education and Engagement Centre	Date: 25/01/2022	Review date: 25/01/2023
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