

HUNTER REGION BOTANIC GARDENS Ltd



SCHOOL EXCURSIONS

RISK ASSESSMENT & CONTROL STRATEGIES

Gardens Details:

Location: 2100 Pacific Highway, Heatherbrae NSW 2324

ABN 85 002 929 080

Phone: (02) 4987 1655

Fax: (02) 4987 1440

Email: admin@huntergardens.org.au

Web: www.huntergardens.org.au

Note: *Schools planning an excursion to the Gardens must be conversant with the Gardens Protocols for visits which are stated on the above website.*

School details:

Name of School: _____

Address of School: _____

School Phone: _____ School Fax: _____

School Email Address: _____

Type or Theme of Excursion: _____

Date of Excursion: _____ Arrival Time: _____ Departure Time: _____

Name of Teacher in Charge: _____

Number of students: _____ Number of teachers + parents: _____

Names of volunteer Gardens Guides assigned to this excursion:

_____	_____
_____	_____
_____	_____
_____	_____

Estimated length of time of excursion: _____

Any other details: _____

Signed: _____ Date: _____

Potential Risks	Control Strategies
Trips and slips on paths, boardwalks, steps, garden bed edges. Note: <i>The northern and southern wetlands areas and all ponds are deemed as water hazards.</i>	Students are to wear closed shoes, non-slip soles; draw attention to need for caution. Rules: <i>Stay on paths; running and picking up sticks, not permitted. No child is permitted on the wetlands boardwalk unless accompanied by an adult.</i>
Allergic reaction to contact with plants, pollen, insects, spines on cactus and some other plants.	Avoid contact with plants unless invited to handle by guide. Wear protective clothing. Bring appropriate individual medication. Have mosquito repellent available.
Extreme weather conditions e.g. hot/cold day, windy weather (danger of falling branches), rain (site of any shelters). Note: <i>The Gardens reserve the right to cancel the excursion in the event of unsuitable weather, such as likelihood of a storm, strong winds or total fire bans.</i>	Note weather forecast for the day; contingency plans for cancellation of activity. Rule: <i>Students to wear hats and appropriate clothing.</i> Sunscreen recommended. Evacuation strategy outlined where appropriate. Warning signs will be put in place when and where appropriate.
Possible encounter with snakes, ticks, spiders.	Rule: <i>Wear closed shoes and hats.</i> Warn visitors in advance of any such dangers. Have first aid kit available. Check for ticks on return from excursion.
Possible pathogens, e.g. in potting mix.	Students warned of any risks associated with potting up plants: Gloves made available where appropriate. Rule: <i>Wash hands at conclusion of activity.</i>
Hands-on activities, e.g. collecting any specimens.	No harmful chemicals will be used; all equipment checked for safety, e.g. any sharp edges. Plastic containers rather than glass, secateurs used under supervision.
Group activities: Supervision strategies	Minimum of two responsible adult persons (teachers, parents or guides) with each group.
Communication	Guides and/or teacher carry a mobile phone Rule: <i>No student to wander off alone.</i>
Accidents or illness e.g. student falls, is cut, encounters a tick, has seizure or faints	Teachers and guides trained in basic first aid, including CPR.

Equipment provided by teachers and / or guides for today's activities:
(e.g. activities sheets; plastic bags; garden trowels; plastic bottles, hand lenses.

Gardens Requests	Gardens Facilities
All visitors, including school students, are asked to give full consideration to the comfort, safety and enjoyment for other visitors in the Gardens. Please do not run, shout, or play ball games. (The Gardens has a policy of: no smoking, fires or pets and no approaching or feeding of native animals.)	Facilities provided for the visiting public include toilets, rubbish bins, signage, insect repellent, first aid supplies (and trained Volunteers), drinking water and a café for the sale of refreshments. Some facilities are provided for disabled visitors .