

# Botanic Gardens Greater Sydney

## 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, Mt 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"> <li>BGGS will provide guidance to students walking in natural areas until they prove competence in negotiating uneven ground</li> <li>Teachers/group leaders should supervise students to ensure a level of concentration commensurate with the area in which they are walking</li> </ul>	BGGS  Teacher	On the day  On the day
COVID Guidelines	Cross infection	3	<ul style="list-style-type: none"> <li>Participants should not attend who have travelled overseas, been in contact with persons diagnosed with Covid-19 or are demonstrating any Covid-19 symptoms. All participants are to follow the directions of NSW Health</li> <li>BGCGS Education Staff provide hand sanitiser for use and encourage regular use throughout the program/activity.</li> <li>The work area surfaces are cleaned with disinfectant / alcohol based wipes prior to the program</li> </ul>	Teacher  BGGS BGGS BGGS	On the day  On the day On the day On the day

			<ul style="list-style-type: none"> <li>BGGS Education Staff provide enough supplies for one per participant, where practical, to reduce items being handed from one person to another</li> <li>If supplies are shared the items are to be wiped with a disinfectant wipe before being used by the next person</li> <li>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.</li> </ul>	BGGS	On the day
				Teacher	On the day
Using shared public toilet facilities	Stranger interaction	4	<ul style="list-style-type: none"> <li>BGGS Education staff will pre-check nearby toilets before the start of a session</li> <li>BGGS Education Staff, Teacher/group leader to accompany children to toilets.</li> <li>Children advised to go to the toilet in pairs.</li> <li>BGGS carry a mobile or two-way radio to gain additional assistance from Rangers with toilets where it is required.</li> </ul>	BGGS	On the day
				BGGS/ Teacher Teacher	On the day On the day
				BGGS	On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	Fire/Bush fire  High wind  Severe and inclement weather events	3	<ul style="list-style-type: none"> <li>BGGS Education Staff will monitor severe weather via Bureau of Meteorology weather alert and website.</li> <li>On severe weather days and on <b>Very High</b> to <b>Extreme</b> fire danger days, the BGGS Education Staff may cancel or modify all excursions or education activities.</li> <li>Weather conditions will be considered by BGGS Education Staff before undertaking activities.</li> <li>In the event of inclement/dangerous weather during a lesson or activity the BGGS Education Staff will modify or stop the activity.</li> <li>Activities under tree cover will not occur when high winds are over 65km/hr (severe weather warning).</li> <li>In an emergency situation BGGS Education Staff and visiting school/group staff will follow the direction of on-site safety officer.</li> </ul>	BGGS  BGGS  BGGS  BGGS  Safety Officer  Teacher	24 hrs  On the day  On the day  On the day  On the day  On the day  Prep & on the day

			<ul style="list-style-type: none"> <li>Participants will need to wear clothing suitable for the weather conditions on the day, for example raincoat, jacket, hat, covered shoes and sunscreen.</li> </ul>		
The hazards listed cover all outdoor activities	Hypothermia	5	<ul style="list-style-type: none"> <li>School/group staff will check the appropriateness of students and participants' clothing prior to the commencement of the activity.</li> <li>BGCP Education Staff are first aid trained and have available at excursion venue a thermal 'space blanket'.</li> <li>Supervising teacher/ group leader should monitor children for blue lips on cold days.</li> </ul>	Teacher BGCP Teacher	On the day On the day On the day
The hazards listed cover all outdoor activities	Heat exhaustion Dehydration Sunburn	4	<ul style="list-style-type: none"> <li>All students and participants are required to bring at least one 600ml bottle of water.</li> <li>Schools are expected to bring sunscreen from their school for their students and participants.</li> <li>All students, participants and staff are required to wear hats, protective clothing and closed footwear when participating in lessons and activities.</li> </ul>	Teacher Teacher Teacher	Prep & on the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	Being separated from group	3	<ul style="list-style-type: none"> <li>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 in regard to student supervision.</li> <li>Supervision ratio will meet the BGCP guidelines (the BGCP will provide one Educator per class of max 30 students).</li> <li>BGCP Education Staff lead the walk; Schools and groups' supervising teacher/ group leader remains at the rear of the group.</li> <li>BGCP Education Staff are familiar with tracks and terrain.</li> <li>BGCP 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.</li> <li>Students and participants will be briefed about staying on the paths unless directed by the BGCP Education Staff.</li> </ul>	Teacher BGCP BGCP BGCP BGCP BGCP	Note On the day On the day On the day On the day On the day

			<ul style="list-style-type: none"> <li>BGGS 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.</li> <li>BGGS Education Staff carry mobile phones or two-way radios for communication in the case of emergency.</li> </ul>	BGGS BGGS	On the day On the day
The hazards listed cover all outdoor activities	Injury requiring first aid	3	<ul style="list-style-type: none"> <li>BGGS Education Staff will carry radio and telephone communication equipment.</li> <li><b>Schools are expected to bring an appropriate first aid kit from their school to meet the particular needs of their students and participants.</b></li> <li>BGGS Education Staff will have available a basic First Aid Kit and will assist in injury requiring care on request of the responsible teacher.</li> </ul>	BGGS BGGS BGGS	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
Food tasting and preparation including Bush Tucker tasting	Poisoning Allergic reactions Spread of disease	3	<ul style="list-style-type: none"> <li>Visiting school/group staff will be notified prior to visit if food will be served during lessons or activities by the BGCP Education Staff.</li> <li>Preparation and serving of food will be carried out to the highest hygiene standards.</li> <li>If participating in preparation and serving of food students will follow guidelines set out by the BGCP Education Staff.</li> <li>Most food used in lessons/activities is supplied from commercial companies.</li> <li>Leaves, flowers, fruits supplied from the BGCP as edible plant material are washed and dried.</li> </ul>	BGGS BGGS Teacher BGGS BGGS	Booking Confirmation On the day On the day Purchasing On the day
Lessons involving cooking and tasting	Explosion of LPG gas Bottles  Burns	3	<ul style="list-style-type: none"> <li>BGGS Education Staff will supervise any use of the barbeques to ensure the safety of the group.</li> <li>This includes enforcement of surrounding area being out of bounds to students and participants and any others not authorised to be in the area.</li> </ul>	BGGS BGGS	On the day On the day

			<ul style="list-style-type: none"> <li>All gas bottles comply with regulations.</li> </ul>	BGCP	Purchasing
The hazards listed cover all outdoor activities	<p>Asthma</p> <p>Nut allergies</p> <p>Allergies leading to severe reactions such as anaphylaxis etc.</p>	3	<ul style="list-style-type: none"> <li><b>In the case of a student or participant having a known allergy, then an individual allergy management plan is required to be brought to the BGGGS education venue on the excursion date.</b></li> <li>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).</li> </ul>	Teacher	Prep
				Teacher	On the day
The hazards listed cover all outdoor activities	Poor student and participant behaviour that compromises group safety	2	<ul style="list-style-type: none"> <li>Students and participants to be briefed on expected level of behaviour.</li> <li>Measures in place for dangerously disruptive students and participants to be picked up by other staff from visiting school/ group.</li> </ul>	Teacher	Prep & on the day
				Teacher	On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	<p>Plants with prickles, spikes, thorns or sharp protrusions</p> <p>Poisonous plants, stinging nettles</p> <p>Low branches scratching face and eyes</p>	4	<ul style="list-style-type: none"> <li>Students and participants will be briefed on the risks of touching or handling plants and will be directed by BGGGS Education Staff when they may touch or handle plants.</li> <li>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'.</li> </ul>	BGGGS	On the day
				BGGGS / Teacher	On the day
The hazards listed cover all outdoor activities	Snake bite	3	<ul style="list-style-type: none"> <li><b>Students and participants must wear sturdy, enclosed shoes and stay on walking tracks, especially at Australian Botanic Site, Mt Annan and Blue Mountains Site, Mount Tomah</b></li> <li>Students and participants briefed by BGGGS Education Staff as to the appropriate responses and reactions upon encountering snakes.</li> </ul>	Teacher	On the day
				BGGGS	On the day
				BGGGS	On the day

			<ul style="list-style-type: none"> <li>BGGGS Education Staff carry compress bandages for management of snakebite.</li> </ul>		
All outdoor activities and those involving catching leaf litter animals	Insect bites & stings	4	<ul style="list-style-type: none"> <li>Students and participants briefed on expected hazards such as ant nests, and how to best avoid getting stung.</li> <li><b>All visiting groups/schools are advised to bring personal supply of appropriate insect repellent (roll on or lotion) and know how to apply it.</b></li> <li>Students and participants will be shown how to collect invertebrates safely using sample jars and containers.</li> </ul>	BGGGS Teacher BGGGS	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"> <li>Students and participants will be briefed on the risks of undertaking activities near the water by the BGGGS Education Staff.</li> <li><b>The visiting teacher/leader will supervise the safety of their group.</b></li> <li><b>Students and participants to wear stable and enclosed footwear.</b></li> <li>Appropriate technique and stance for dip netting to be demonstrated by the BGGGS Education Staff, and must be reinforced by visiting staff and parents.</li> </ul>	BGGGS Teacher Teacher BGGGS	On the day On the day Prep & on the day On the day
Biology/ Geography soil testing  Poisoning with chemicals	Poisoning with chemicals	4	<ul style="list-style-type: none"> <li>Material Safety Data Sheets info readily available at the BGGGS education venue for all chemical reagents used.</li> <li>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.</li> </ul>	BGGGS BGGGS	Record Management On the day
Students and participants boarding and alighting from bus	Injury	4	<ul style="list-style-type: none"> <li>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</li> </ul>	Teacher	On the day

			<p>of cars travelling at high speeds on quiet Garden roads).</p> <ul style="list-style-type: none"> <li>Where doubt exists before rendezvous with the BGGs Education Staff, students and participants should remain on bus, or contained in safe location until rendezvous made.</li> </ul>	Teacher	On the day
Collisions - motor vehicles, bicycles, horses, pedestrians	Injury	4	<ul style="list-style-type: none"> <li>Students and participants will be briefed at the beginning of the lesson, on how to travel safely as a group on paths and roads.</li> <li>Students and participants will be led through the site by the BGGs Education Staff.</li> </ul>	BGGs	On the day
				BGGs	On the day
Indoor gardening	<p>Injury</p> <p>Respiratory problems from inhaling potting medium</p> <p>Plant and soil toxicity and allergies</p>	4	<ul style="list-style-type: none"> <li>Planting will take place in well-ventilated area.</li> <li>BGGs Education Staff will ensure potting medium is damp.</li> <li>Suitable plant material will be selected for planting.</li> <li>Hands will be washed after planting.</li> </ul>	BGGs	On the day
				BGGs	On the day
				BGGs	On the day
				Teacher	On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Outdoor gardening	<p>Injury</p> <p>Plant and soil toxicity and allergies</p>	4	<ul style="list-style-type: none"> <li>Groups will be guided on risks of activity.</li> <li>Visiting schools/groups are advised that disposable gloves will be provided for each student. <b>Gloves may be supplied by the school.</b></li> <li>Suitable plant material will be selected for planting.</li> <li>Hands will be washed after planting.</li> </ul>	BGGs	On the day
				Teacher	Prep
Craft activities	<p>Burns</p> <p>Fume inhalation</p> <p>Unforeseen adhesion of body parts</p>	3	<ul style="list-style-type: none"> <li>BGGs Education Staff will ensure all materials used are non-toxic and age appropriate.</li> <li>BGGs Education Staff will instruct students and participants in safe use of materials.</li> <li>Glue gun use will be supervised by adults.</li> <li>Craft workshops will be conducted in well ventilated areas.</li> </ul>	BGGs	On the day
				BGGs	On the day
				BGGs	On the day
BGGs	On the day				

**Risk Reduction Control Measures for school excursions and education activities at the Botanic Gardens Greater Sydney are:**

- BGGGS Education Staff are trained in delivering education activities safely.
- The BGGGS 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 DPIE or their own school policy.
- BGGGS 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 in the Sites.
- 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.
- BGGGS 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 BGGGS Education Staff have a current Working with Children Check.
- During any incidents requiring evacuations on site, visiting students, participants and staff will follow evacuation procedures according to the supervising BGGGS Education Staff member and or the BGGGS Safety Warden.

<b>Risk Assessment Matrix</b>				
<b>How serious could the injury be?</b>	<b>How likely is it to be that serious</b>			
	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
<b>Severity</b> – is how seriously a person could be harmed		<b>Likelihood</b> - is an estimate of how probable it is for the hazard to cause harm		
<b>Legend</b>				
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 as provided by the Department of Education and Communities for completing Risk Management Plans for school excursions. (Department of Education and Communities OHS Directorate 2006).

*Plan prepared by:* Manager, Education and Engagement

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