

Australian National Botanic Gardens

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Location	Clunies Ross St, Acton, Canberra, ACT 2601		
Education Contact	(02) 6250 9408	Afterhours Contact	0419 552 660
Web address:	www.parksaustralia.gov.au/botanic-gardens/schools/		
Date reviewed	July 2020	Next review	July 2021
Insurance	Certificate of Currency		
First Aid Contact	<p>First aid assistance - is available, please report any first aid incidents or hazards.</p> <p>Teacher guided programs - call the Rangers on 0417 021 558.</p> <p>Education Ranger programs - All Education staff carry a radio to summon first aid assistance when necessary.</p>		
Activity/Program	<p>Education Ranger Facilitated Programs</p> <p>Bookings are essential for all programs email education@anbg.gov.au or phone 6250 9408</p>		
Staff accreditation/competence <i>For this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>	
<p>Staff have been thoroughly trained in all programs and have a current Working with Vulnerable People registration.</p> <p>Key Ranger staff are trained in First Aid.</p>	Injury due to trip, fall or hit by vehicle in car park.	<ul style="list-style-type: none"> • Designated drop off point for students. • Pre-visit information sheet preparing for your visit sent on booking to booking agents and schools. 	
	Injury due to trip or slip during visit	<ul style="list-style-type: none"> • Staff regularly check paths, steps and boardwalks • Education Rangers choose appropriate route for group based on mobility and footwear of group • Education Rangers manage group, stay on paths, and draw attention to need for caution particularly when the paths are wet. • Closed non-slip sole shoes are recommended 	

Staff accreditation/ competence <i>For this activity/ program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Staff have been thoroughly trained in all programs and have a current Working with Vulnerable People registration.	Injury due to allergic reaction to contact with plants, pollen or insects.	<ul style="list-style-type: none"> • Closed non-slip sole shoes are recommended • Avoid contact with plants and insects • At risk students wear long pants and long-sleeved shirts/blouses. • School inform students at risk, and bring appropriate medications e.g. Ventolin, epi-pens. • Jack Jumper ant nests are removed from places with high visitor traffic. Students should be warned not to approach any ant that appears to jump.
Key Ranger staff are trained in First Aid.	Injury due to fire on-site or in surrounding area	<ul style="list-style-type: none"> • Regular Hazard Reduction burns undertaken in ANBG southern annex and on Black Mountain • Emergency Management Plan developed, wardens trained and liaison with neighbours on emergency planning • Fire suppression sprinklers installed around boundary fence • In case of high fire danger, upper areas of the Gardens will be closed, activities will be in open lower area only. • In the case of catastrophic fire danger, the Gardens will be closed to all visitors. • Booked schools will be contacted to inform of any closure.
	Injury due to severe weather / high winds	<ul style="list-style-type: none"> • In the event of strong winds and other severe weather the ANBG may be closed in part or full, and evacuated as per ANBG policies and procedures. • The Gardens is closed for extreme weather and school bookings are cancelled. • Regular assessments of trees and appropriate actions taken for trees at risk of dropping branches • ANBG Staff use their judgement to cease a program if weather suddenly becomes severe during a program.
	Injury due to sunburn or exposure	<ul style="list-style-type: none"> • Participants to wear appropriate clothing for the weather <ul style="list-style-type: none"> ○ Summer: sun hats, sun screen, carry water and seek shade ○ Wet weather: waterproof clothing ○ Cold weather: warm clothing

Staff accreditation/ competence <i>For this activity/ program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
<p>Staff have been thoroughly trained in all programs and have a current Working with Vulnerable People registration.</p> <p>Key Ranger staff are trained in First Aid.</p>	<p>Injury due to wildlife, e.g.. Snakes</p>	<ul style="list-style-type: none"> • Brown Snake Management Plan and procedures in place and a number of ANBG staff are trained in snake management • Closed non-slip sole shoes are recommended • Staff to brief students in appropriate behaviour around snakes • Staff carry a first aid kit with compression bandages and First Aid Officer onsite during all programs
	<p>Lost Student</p>	<ul style="list-style-type: none"> • Procedures are in place for lost children in the Garden documented in the ANBG Emergency Management Plan • Teachers are provided with Ranger mobile contact 0417 021 558 to assist with any emergencies.
	<p>Injury due to fall into water</p>	<ul style="list-style-type: none"> • Schools are advised that there are bodies of water in the Gardens so that they can provide appropriate supervision. • Education Rangers demonstrate to students how to work near water during programs which use ponds i.e. Pond Dipping
<p>Staff have been thoroughly trained in COVID safety best practice (including physical distancing, cleaning, sanitisation and hygiene), with procedures to ensure the safety of groups on site.</p>	<p>Illness due to direct or indirect contact with another person who has contracted COVID-19.</p>	<ul style="list-style-type: none"> • Maximum education program group size limitations in place, with relevant further indoor gathering limitations (e.g. person per x square metres), adhering to the current ACT government restrictions. • ANBG staff maintain a distance of at least 1.5 metres between themselves, other presenters and all group attendees. • All education program equipment is disinfected prior to use and control measures are in place to ensure there is no shared equipment use. • All indoor spaces used for education program purposes are cleaned and sanitised in preparation for use. • All education programs have hygiene and hand sanitising stations provided at the Banksia Centre (Education & Learning Building), in good condition and adequately stocked. • ANBG staff must stay home if they are feeling unwell or if they have been in close contact with a person who has or is currently being tested for COVID-19.