

# Botanic Gardens Schools Education Risk Management Guidelines for teachers



## ***To reduce risks to people and plants at Adelaide Botanic Garden please consider the following:***

A calm and respectful attitude provides a safe environment for all ages. The Gardens are a shared space. Behaviour management and safety remains the responsibility of the supervising teacher/s at all times while in the Gardens.

To support teachers and students to have a safe and successful visit, Botanic Gardens Education request the following adult student ratios be observed:

- Kindergarten – Year 2            1:6 students
- Year 3 – Year 7                    1:10 students
- Year 8 – Year 12                  1:15 students

**As the teacher in charge is responsible for the activity, they are not included as part of the supervisory minimum adult to student ratio.**

All garden staff including horticulture staff are trained in First Aid.

## **Botanic Gardens Schools Education – Risk Level Summary**

1. All risks are minimised when visiting groups provide sufficient supervision of students.
2. The supervising teacher is expected to read and understand the Risk Management Guidelines sent before each visit. These guidelines include a requirement for students to walk and stay in groups with a supervising adult when possible and to follow rules for the safety of all people in the garden.

Hazards / Issues / Risks	Risk level	Managing the risk – documentation and procedure
Child gets lost	Low	<ul style="list-style-type: none"> <li><input type="checkbox"/> Whole Adelaide Botanic Garden lost child procedure managed by Adelaide Botanic Garden Visitor Services.</li> <li><input type="checkbox"/> Contact Botanic Gardens administration – 8222 9311</li> </ul>
Sunburn	Low-Med	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adequate shady areas provided across the site.</li> <li><input type="checkbox"/> Adelaide Botanic Garden first aid officers available.</li> <li><input type="checkbox"/> Provision of drinking water.</li> <li><input type="checkbox"/> Excursions cancelled over 36 degrees</li> </ul>
Physical and/or sexual assault	Low-High	<ul style="list-style-type: none"> <li><input type="checkbox"/> Whole Adelaide Botanic Garden child-safe policy and procedures in place.</li> <li><input type="checkbox"/> Staff and volunteer WH&amp;S training including Adelaide Botanic Garden security staff.</li> </ul>
Tripping on rough surfaces	Low-High	<ul style="list-style-type: none"> <li><input type="checkbox"/> Behaviour expectations info pack to teachers - walking not running, stay on paths.</li> <li><input type="checkbox"/> Report incidents (PAWS) &amp; rough areas to WHS Coordinator (contact Botanic Gardens administration).</li> </ul>
Injury	Low-Med	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adelaide Botanic Garden staff with First Aid training.</li> <li><input type="checkbox"/> Schools to bring own First Aid equipment and staff training.</li> </ul>
Slip on wet boardwalk or injuries near viewing areas.	Low-High	<ul style="list-style-type: none"> <li><input type="checkbox"/> Report incidents (PAWS) to WHS Coordinator (contact Botanic Gardens administration).</li> </ul>
Allergy reaction at Adelaide Botanic Garden	Low	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adelaide Botanic Garden staff with First Aid training.</li> <li><input type="checkbox"/> Report suspect plant species to Horticulture &amp; WHS Co-ord (contact Botanic Gardens administration).</li> </ul>
Asthma attack.	Low to Ext	<ul style="list-style-type: none"> <li><input type="checkbox"/> Children with asthma to bring asthma plans and kits to the visit</li> <li><input type="checkbox"/> Adelaide Botanic Garden staff with First Aid training.</li> </ul>
Water bodies	Low-High	<ul style="list-style-type: none"> <li><input type="checkbox"/> Close supervision of students</li> </ul>



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*and* State Herbarium