

Education @ Adelaide Botanic Garden

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, Education @ Adelaide Botanic Gardens requests the following adult student ratios be observed:

- Kindergarten to Year 2 1: 5 students
- Year 3 – Year 7 1:10 students
- Year 8 – Year12 1:15 students

All garden staff including horticulture staff are trained in First Aid, including EpiPen and defibrillation.

Education @ Adelaide Botanic Garden – 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	<input type="checkbox"/> Whole Adelaide Botanic Garden lost child procedure managed by Adelaide Botanic Garden Visitor Services.
Sunburn	Low-Med	<input type="checkbox"/> Adequate shady areas provide across the site. <input type="checkbox"/> Adelaide Botanic Garden first aid officers available. <input type="checkbox"/> Provision of drinking water.
Physical and/or sexual assault	Low-High	<input type="checkbox"/> Whole Adelaide Botanic Garden child-safe policy and procedures in place. <input type="checkbox"/> Staff and volunteer WH&S training including Adelaide Botanic Garden security staff.
Tripping on rough surfaces	Low-High	<input type="checkbox"/> Behaviour expectations info pack to teachers - walking not running. <input type="checkbox"/> Report incidents (PAWS) & rough areas to WHS Coordinator.

Injury

Low-Med

- Adelaide Botanic Garden staff with First Aid training.
- Schools with First Aid equipment and staff training.

Slip on wet boardwalk or injuries near viewing areas. Low-High

- Report incidents (PAWS) to WHS Coordinator.

Allergy reaction at Adelaide Botanic Garden Low

- Adelaide Botanic Garden staff with First Aid training.
- Report suspect plant species to Horticulture & WHS Coord.

Asthma attack.

Low to Ext

- Adelaide Botanic Garden staff with First Aid training.
- Asthma first aid kit available at education office.



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