RISK ASSESSMENT TOOL – PLEASE SIGN AND BRING ON THE VISIT

IMPORTANT NOTE: **THIS RISK ASSESSMENT MUST BE UNDERTAKEN AND COMPLETED ACCURATELY BY THE LICENSEE / EVENT ORGANISER, TAKING FULL ACCOUNT OF THE RISKS AND HAZARDS ASSOCIATED WITH HOLDING AND RUNNING THE EVENT, AND THE NECESSARY CONTROLS REQUIRED TO ENSURE IT IS SAFE AND INCIDENT FREE**.

Name of Business / Person	North Coast Regional Botanic Garden		Date	……………………………………………
Name of School/Group	Visit by ……………………………….. Year group/s…………………………. No.students…………..			Supervising teacher ………………………Signed:……………………..
Location of Event / Function	North Coast Regional Botanic Garden			Sue McEntyre (Education Officer) Signed:………………………

Risk Related Issues (eg. hazards)	Likelihood	Consequence	Incident Rating	Control Measures
Students / others trip on fallen sticks or other hazards on the ground causing injury	D	3	M	Locations where students will walk inspected prior to the visit for potential hazards by Education Officer. Objects removed from pathways. First Aid Kit on hand at Information Centre.
Student behaviour / medical issues	D	4	L	Visiting teachers ensure that students attending excursion have any necessary medication. Visiting teachers ensure appropriate supervision of students during excursion.
Students suffer insect or spider bite.	D	2	H	Students stay on formed paths. Teacher instruction not to touch insects, spiders and other potential biters given at commencement of visit. Students supervised in this regard. Mosquito protection may be needed particularly after rain.
Students suffer sunburn or dehydration	D	4	L	Students wear appropriate sunsafe protection (eg school hat) and avoid over exposure to the sun. Students drink adequate amounts of water to prevent dehydration especially when walking distances in warm/humid weather.
Students fall into a waterway	D	1	H	Students are properly supervised when walking near waterways (Coffs Creek).

RISK ASSESSMENT TOOL – REFERENCE TABLE

Likelihood	Consequence	Rating	Consequence	Likelihood				
					A	B	C	D	E
A = Almost Certain: **Expected to occur**	*1 = Catastrophic:* **Death or permanent disability;** **> $500,000**	**E = Extreme** **H = High** **M = Moderate** **L = Low**	1	E	E	E	E	H
B = Likely: **Will probably occur**	*2 = Major:* **Long term illness or serious injury;** **$50,000 to $500,000**		2	E	E	E	H	H
C = Possible: **Might occur at sometime**	*3 = Moderate:* **Medical attention & off work;** **$10,000 to $50,000**		3	E	H	H	M	M
D = Unlikely: **Not likely to occur**	*4 = Minor:* **First aid treatment;** **$1,000 to $10,000**		4	H	H	M	L	L
E = Rare: **Exceptional circumstances**	*5 = Insignificant:* **No injuries;** **Loss < $1,000**		5	H	M	L	L	L