

**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..... School Year/s..... Total No. of students.....		Supervising teacher..... Signed: Date.....	
Location of Event / Function	North Coast Regional Botanic Garden		Sue McEntyre (Education Officer) Signed: Date.....	
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 children 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.
Students sustain insect, spider, tick or snake bite	D	3	M	Students stay on paths and not handle leaf litter etc Teacher or other adult lead the way when walking with a group. Appropriate supervision and first aid kit on hand. <b>Mosquito protection needed</b> in warmer months.
Students pick up sticks and swing them around with potential to cause injury to others.	D	4	L	Instruction to students at start by school staff not to pick up sticks or any other potentially hazardous objects. Accompanying teachers supervise their own students in accordance with DET policies.
Student behaviour / medical issues	D	4	L	Visiting teachers ensure that students attending excursion have any necessary medication.  Students with behaviour issues which may affect their safety or the safety of others are made known to Education Officer / guides. Visiting teachers ensure appropriate supervision of students during excursion.
Students suffer sunburn or dehydration	C	4	M	Students wear appropriate sunsafe protection (eg school hat) in warmer months and avoid over exposure to the sun. Students drink adequate amounts of water to prevent dehydration especially when walking distances in warm or humid weather.
Students fall into a waterway	D	1	H	Students are properly supervised when on the boardwalk or near waterways (Coffs Creek)

## RISK ASSESSMENT TOOL – REFERENCE TABLE

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