

Risk Assessment for Education Programs

Activity:	Guided / self-guided tours and learning activities in the Botanic Garden
Venue & Desc:	North Coast Regional Botanic Garden - Nature Discovery Centre and grounds

Risk Category	Identify Risks (What are some potential problems as a result of our activity?)	Risk Rating if we do nothing			How can we reduce this risk? (What can you do / put in place to make it less likely or fix the problem if it does happen?)	Revised Risk Rating What is our risk level after doing these things to reduce the risk/hazard?			Who is responsible on the day for reducing this risk?
		Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating	
Health & Safety	Slips, trips and falls	Likely	Major	High	Safety briefing prior to commencing. Staying to paths. Enclosed footwear with grippy sole. Looking where walking.	Unlikely	Minor	Low	Supervising Teacher
Health & Safety	Struck by falling sticks and branches	Possible	Catastrophic	High	Do not access treed areas in high winds. Listen for snapping branches; be aware and ready to move.	Rarely	Moderate	Medium	Supervising Teacher
Health & Safety	Falling into water body (drowning)	Possible	Catastrophic	High	Students supervised at all times. Approach water body slowly and carefully with attention to slippery surfaces.	Unlikely	Minor	Low	Supervising Teacher
Health & Safety	Lost student/s	Possible	Moderate	High	Students supervised at all times. Stay on paths. Students instructed to stay within line of sight. Regularly count students.	Unlikely	Insignificant	Low	Supervising Teacher
Health & Safety	Spider, snake, tick and insect bite (envenomation)	Possible	Catastrophic	High	Safety briefing prior to commencing. Staying to paths. Enclosed footwear and long pants ideally. Do not put hands/fingers into crevices or under logs, rocks or vegetation. Appropriate First Aid supplies on hand. Teacher's knowledgeable in First Aid treatment.	Unlikely	Moderate	Medium	Supervising Teacher
Health & Safety	Injury or medical emergency including anaphylaxis	Possible	Catastrophic	High	Supervising teacher/s to have current CPR and anaphylaxis training. Carry fully equipped First Aid kit at all times. Supervising teacher/s to know where the Emergency Assembly areas and Ambulance Access are and carry mobile phone at all times.	Unlikely	Moderate	Medium	Supervising Teacher
Health & Safety	Exposure to dangerous weather conditions	Possible	Catastrophic	High	Remain indoors during a storm, heavy rain, strong winds or temperature extremes. Wear clothing appropriate to the conditions.	Rarely	Minor	Low	Supervising Teacher
Health & Safety	Student harmed by another person	Possible	Catastrophic	High	Students to be supervised at all times. Students accompanied to bathroom by teacher / staff member.	Rarely	Minor	Low	Supervising Teacher
Environmental Risk	Site is littered / left unclean	Likely	Insignificant	Medium	Use the appropriate bins provided for waste.	Rarely	Insignificant	Low	Supervising Teacher
Environmental Risk	Natural environment is harmed	Likely	Moderate	High	Stay on the paths. Do not pick leaves from plants. Do not touch any wildlife.	Unlikely	Minor	Low	Supervising Teacher



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Note: Please consider the below when documenting your risks

Risk Category		Considerations
Health & Safety	Safe site	The walking paths and natural surfaces can be uneven, slippery and littered with natural debris. What precautions will you take to prevent slips, trips and falls? Branches can fall from trees, especially in strong winds. What precautions will you take to reduce the risk of being struck by falling sticks and branches? The site contains several water bodies, including access to Coffs Creek, ponds, swamps and a fountain. What precautions will you tak to prevent students from falling into/entering a water body? The Botanic Garden is a large open space with areas of dense forest. What precautions will you take to prevent a student becoming lost? The site is home to wildlife including snakes, spiders and ticks. What behaviours will help to prevent insect, snake and spider bites? What clothing is most effective at preventing envenomation?
	Child Protection	Members of the public will be accessing the site and facilities at the same time as students. What precautions will you take to prevent students from being harmed by other people?
	Emergency Services & Rescue	Do you know where the Emergency Assembly areas and Ambulance Access are? How will you communicate with Emergency Services in the event of an emergency?
	Exposure to weather	How will you stay sheltered and safe in a storm, heavy rain, strong winds or temperature extremes? What clothing and actions are appropriate, considering the weather conditions?
	First Aid	Are there adequate first aid resources available at all times during the visit? Is your First Aid Kit equipped to treat a snake, spider or tick bite and anaphylaxis?
Environmental	Waste Management	Have you specified how you will clean up during and after your visit?
	Ecological impact	What precautions will you take to prevent ecological systems and living organisms from being harmed?

Risk Matrix

Likelihood Level Table

Almost Certain	Will probably occur and could occur several times.
Likely	High probability, likely to arise
Possible	Reasonable Likelihood that it may arise
Unlikely	Could occur at some time
Rarely	Very Unlikely

Consequence Levels Table

Catastrophic	Permanent Damage; Death or Permanent disability; Financial cost of > \$500,000
Major	Event Shutdown; Long term illness or injury; Financial cost of \$50,000 - \$500, 000
Moderate	Event Postposed; medical attention required; Financial Cost of \$10,000 - \$50,000
Minor	Event Delayed; First Aid treatment; Financial cost of \$1,000 - \$10,000
Insignificant	Minor Delays; No injuries; Financial cost of <\$1,000

Risk Categories

Health and Safety	Identify any potential hazards that could compromise health and safety of your event visitors, suppliers and the general public)
Financial Risks	From poor attendance, cancellations etc.
Reputational Risk	Could you or your organization receive poor publicity as a result of something happening at your event
Environmental Risk	Impacts your event present the local environment

Consequence	Likelihood					
		Almost Certain	Likely	Possible	Unlikely	Rarely
	Catastrophic	Extreme	Extreme	High	High	High
	Major	Extreme	High	High	Medium	Medium
	Moderate	High	High	High	Medium	Medium
	Minor	High	Medium	Medium	Low	Low
	Insignificant	Medium	Medium	Low	Low	Low

SAMPLE

