

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue name	ORANGE BOTANIC GARDENS		
Location	166 KEARNEYS DRIVE		
Phone number	02 6393 8680	Fax number	02 6393 8681
Web address	www.orange.nsw.gov.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



Council Requirements

- It is important for the visiting organisation to be aware that it remains responsible for the students/participants at all times
- Council staff may guide the activity, however, total supervision remains the sole responsibility of the school/organisation.
- It is also the responsibility of the visiting organisation to ensure that the visit is endorsed and covered by the school's/organisation's public liability and other relevant insurance.
- If minors (persons under the age of 18) are visiting a Council facility, it is the organiser's responsibility to ensure parental consent and other relevant insurance has been arranged.

Pre-Visit

- Teachers/ organisers must review the "Venue and Safety Information" form and the "OH&S Risk Assessment & Control Plan".
- All participants should be informed of relevant control measures and behavioural requirements.

Upon Arrival

- Teachers/organisers must sign in, noting numbers, and await instructions from the tour leader before allowing participants to alight.
- The Orange City Council tour leader will provide a brief safety induction prior to the start of the tour.

Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Water Quality Testing Water Wise Animal, Bird, Insect Surveys Plant Communities Plant Adaptations Bush Fire Bush Regeneration Recreational Activities	All ages	OCC staff Teacher	Uneven path, steps, ground Drowning Sunburn / heat exhaustion Chemical stores Snake and insect bites Sprayed fruit trees Falling trees and branches Eye injuries Needle sticks Dogs Stranger awareness Car / pedestrian accident General injury, eg cuts	Prevention of all potential risks by raising awareness during induction Hats, sunscreen and drinking water bottles supplied by school/organiser Avoid areas where potential risks occur Avoid contact with any potential risks Avoid spraying prior to visit Restricted areas are clearly signposted and/or fenced Access to a mobile phone List of participants that have a known allergic reaction to any insect bites Avoid spraying prior to visit Tree inspections occur regularly and any dangerous trees or branches removed as soon as possible Cancel visit during extreme climatic conditions Don't walk through garden beds No student should be unsupervised Stay on designated paths

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Toilets, drinking bubbler, park benches, bins	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	
	Appropriate clothing and footwear, hats, sunscreen, water bottle
	All appropriate learning aids

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Induction briefing, guided tours	
Access	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Child-related employment	<i>Some employees of our organisation are engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?</i> <i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Commissioner for Children & Young People</i>	
	<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</i> <i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i>	Response – There are several staff at this venue who have completed a Prohibited Employment Declaration and may have undergone employment screening, but not all members of staff in all venues in Orange City Council are required to, nor have, undergone screening or completed a Declaration.

RISK ASSESSMENT AND CONTROL PLAN

Task or Activity	Visits to the Orange Botanic Gardens
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Hazard/ Risk Identification (Type/Cause)	Probability/ Consequence		Current Controls	Risk Management Plan Elimination or Control Measures		
	Prob.	Cons.		Action Summary- Immediate/ Interim Control	Who	When
Uneven path, steps, ground	Occasional	Negligible	Prevention of slips, trips, and falls by raising awareness during induction	First Aid if required	OCC staff	Induction
Drowning	Remote	Fatal	Prevention of falling in water features by raising awareness during induction	Students adequately supervised (1 teacher:15 students), First Aid if required, Dial 000 for ambulance if required	Teacher	During tour
Sunburn / heat exhaustion	Probable	Negligible	Hats, sunscreen and drinking water bottles supplied by school/organiser	Information sessions held in shade as much as possible, First Aid if required, dial 000 for ambulance if required	OCC staff, teachers	During tour
Chemical stores	Remote	Negligible	Access restricted	All chemicals are in locked cupboards, MSDS accessible, First Aid if required, dial 000 for ambulance if required	OCC staff	During tour
Snake bite	Remote	Fatal	Raise awareness during induction, avoid areas where snakes normally occur, access to a mobile phone,	Students adequately supervised (1 teacher:15 students). Dial 000 for ambulance immediately, First Aid procedures for snake bite	OCC staff	Induction, during tour
Insect bites (spiders, bees, wasps)	Remote	Fatal	Raise awareness during induction, avoid areas where insects normally occur, access to a mobile phone, list of participants that have a known allergic reaction to any insect bites	Students adequately supervised (1 teacher:15 students), First Aid procedures for insect bites, Dial 000 for ambulance immediately if participant has an allergic reaction	OCC staff, teachers	Induction, during tour
Sprayed fruit trees	Remote	Marginal	Avoid spraying prior to visit, sign post area that has been sprayed, raise awareness during induction, avoid areas where spraying has occurred, don't eat fruit, access to a mobile phone	Students adequately supervised (1 teacher:15 students), MSDS accessible, First Aid if required, Dial 000 for ambulance if required	OCC staff, teachers	Induction, during tour
Falling trees and branches	Remote	Negligible	Tree inspections occur regularly and any dangerous trees or branches removed as soon as possible, raise awareness during induction, avoid areas where dangerous trees exist, cancel visit during extreme wind, rain and snow conditions	Students adequately supervised (1 teacher:15 students), First Aid if required, Dial 000 for ambulance if required	OCC staff, teachers	Induction, during tour
Eye injuries	Remote	Critical	Tree inspections occur regularly and any dangerous branches are removed as soon as possible, raise awareness during induction, avoid areas where dangerous limbs exist, don't walk through garden beds	Students adequately supervised (1 teacher :~ 15 students), First Aid if required, Dial 000 for ambulance if required	OCC staff, teachers	Induction during tour

Hazard/ Risk Identification (Type/Cause)	Probability/ Consequence		Current Controls	Risk Management Plan Elimination or Control Measures		
	Prob.	Cons.		Action Summary- Immediate/ Interim Control	Who	When
Needle sticks	Remote	Critical	Raise awareness during induction	Students are to advise supervising adult of the needle/s, only trained OCC staff or teachers are to pick up needle/s and dispose in appropriate manner (not in rubbish bins), First Aid if required, seek medical advice if required	OCC staff, teachers	Induction during tour
Dogs	Remote	Marginal	Raise awareness during induction, all dogs should be on a lead at all times while visiting the OBG as stated on entrance signs, avoid contact with any dog	Signage at entrances to OBG advising visitors of dog regulations,	OCC staff, teachers	Induction during tour
Stranger awareness	Remote	Fatal	Raise awareness during induction, all students avoid contact with strangers at all times while visiting the OBG, no student to be left unsupervised	Students adequately supervised (1 teacher :~ 15 students), students are to advise supervising adult of any incident involving approach from a stranger, dial 000 for police if required	OCC staff, teachers	Induction during tour
Car/pedestrian accident	Remote	Fatal	Raise awareness during induction, No student to be in the car park unsupervised, stay on designated paths	Students adequately supervised (1 teacher :~ 15 students), First Aid if required, Dial 000 for ambulance if required	OCC staff, teachers	Induction during tour
General injury eg cuts	Remote	Negligible	Raise awareness of any areas that could occur injury	First Aid if required	OCC staff	OCC induction
Consulted with Neil Bollinger, Dave Crooks, Georgina Lee Coordinator - Neil Absolon Date 13 October 2005				Action Plan Communicated to - Schools Via - Internet		

Monitor and Review			
• Are the controls still effective?	YES	• Have there been any changes?	NO
• What further action is required?	NIL	• Are all staff aware of the controls?	YES
Signature		Review Date – December 2009	

The information provided above was current as at December 2007. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. When this information is revised it will be accessible from Orange City Council's web site www.orange.nsw.gov.au.

Comments: