

SAFETY GUIDELINES FOR EDUCATION OUTDOORS RISK REGISTER

SCHOOL:
SUPERVISING TEACHERS/STAFF:
PROGRAM/EXCURSION:

YEAR LEVEL:
DATES:
LOCATION(S): ROYAL BOTANIC GARDENS VICTORIA - MELBOURNE

| Risk Description | Existing Controls | Benefits | Risk Assessment – with existing controls | | | | Treatment | Residual Risk Assessment – after treatments | | | Actions |
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| Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i> | Describe any existing policy, procedure, practice or device that acts to minimise the risk | What is the benefit of exposing students to this risk? | | | | | For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen? | | | | Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required |
| Lost children | <ul style="list-style-type: none"> Schools should follow recommended supervision ratios of 1:3 for kindergarten / preschool; 1:5 for Prep to 2; and 1:10 for year 3 to 12 Ensure the students are mentally and physically prepared for walking through a large site. Teachers/supervising adults should employ effective supervision strategies, e.g. Emergency meeting points, regular head counts, name badges, mobile contact number displayed on students, utilising RBG staff in case of emergencies. Teachers need to bring a mobile phone. Learning facilitators carry a radio or mobile phone to contact Visitor's Centre in case of lost person. | <p>Contact with nature to promote positive physical, social, cognitive and emotional benefits for children.</p> <p>Frequent and authentic contact with natural environments is vital for children's overall development and in promoting their sense of independence, autonomy and wellbeing</p> <ul style="list-style-type: none"> Exposure to reasonable risk within nature gives children opportunities to learn to: assess and manage their own risk, to self-regulate and manage their own activity, to develop autonomy and to become independent decision makers. Nature stimulates social interactions between children, helping them to develop powers of observation and creativity. Nature instils a sense of peace and being at one with the world (Crain, 2001) | Satisfactory Poor Unknown | Severe Major Moderate Minor Insignificant | Almost certain Likely Possible Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |

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| Exposure to weather <ul style="list-style-type: none"> • Wind • Rain • Heat • Extreme Weather Conditions | <ul style="list-style-type: none"> • Ensure students are equipped with appropriate footwear and weather protection: hats, sunscreen, wet weather gear (umbrellas are not recommended for younger children) • Ensure students have had a drink of water before beginning the program. RBG Teachers are aware of locations of drinking fountains • Education sessions will not operate in extreme weather conditions e.g. Temperatures over 35°C, very high winds, or during electric storms | Authentic connections, understandings and relationships with nature. <ul style="list-style-type: none"> • Physically experiencing changes within nature allows children to connect holistically and spiritually with the natural world and 'to discover their innate 'sense of relatedness and connectiveness to the natural world' (Phenice & Griffore 2003). • Physical and spiritual connections with nature are intrinsic to indigenous people's sense of place and belonging. • Experiencing weather changes and its impact upon the natural environment promotes an understanding within children of seasonal and life cycles. • 'Outdoor education fosters connected knowing, where education is part of, rather than separate from life' (Gardner, 1991) | Satisfactory Poor Unknown | Major Moderate Minor Insignificant | Almost certain Likely Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |
| Slips Trips and Falls <ul style="list-style-type: none"> • Falling from rocks in Ian Potter Foundation Children's Garden • Slipping on paths • Tripping over tree roots | <ul style="list-style-type: none"> • Rocks are available for climbing in IPFCG. Surfaces below rocks are padded with soft fall compliant with industry standards • Climbing of trees at the RBG is not allowed • Ensure students are supervised • Paths are regularly maintained by RBG • RBG staff member leads the group to assess any potential | Physical play in natural environments provides an endless variety of cognitive, physical and creative challenges for children to negotiate, problem solve, practice and master <ul style="list-style-type: none"> • Playing in natural environments enables children to encounter a rich variety of texture and terrain, with each encounter | Satisfactory Poor Unknown | Major Moderate Minor Insignificant | Almost certain Likely Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |

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| | hazards on walk • First Aid officers are on duty at all times at the Visitor Centre, however schools are required to carry their own First Aid Kit | challenging children to approach each situation in new ways (Elliot (ed.), 2008). • Children learn to problem solve cognitively, spatially and physically as they navigate through new and challenging environments and experiences. • Children who play regularly in natural environments show more advanced motor fitness, including coordination, balance and agility (Fjortoft, 2000). Exposure to reasonable risk within nature gives children opportunities to become skilled in assessing their own risk, learn to self-regulate and manage their own activity, to develop autonomy and resilience and to become independent decision makers. • When children play in natural environments, their play is more diverse, imaginative, creative and collaborative (Footrot 2000, Moore & Wong 1996) | | | | | | | | | |
| Contact with soil, potting mix, plants Handling gardening tools / hot glue guns Poisonous plants Allergies to nuts | • Hand washing facilities are available within the vicinity of all potting up, ponding and worm farm activities. Students are encourage to wash their hands at the end of all programs. • Potting mix is dampened down before use. Gloves can be made available on request for children with sensitive skin • Ensure students are briefed on tool safety. | Exploring nature through hands-on discovery learning, to promote active engagement, motivation and creativity. • Authentic experiences whereby children construct understandings through hands-on explorations to encourage problem solving and discovery of new knowledge and connections. | Satisfactory Poor Unknown | Major Moderate Minor Insignificant | Almost certain Likely Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |

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| | <ul style="list-style-type: none"> • RBG teachers explain correct and safe usage of tools and other equipment. • If you have children prone to 'mouthing' please supervise. • Please ensure all students wash their hands in the public conveniences at the end of the program. • Be aware of students with nut allergies: Macadamia and other nut bearing trees grow at the RBG. | <ul style="list-style-type: none"> • Experiences that are specifically designed to stimulate children's natural curiosity, imagination and wonder, fostering delight, pleasure and satisfaction, surprise and unexpectedness. • Children learn by constructing their own knowledge about the world (Piaget, 1962). • 'The environment as the third teacher', enabling a feeling of belonging in a world that is alive, welcoming and authentic (Malaguzzi, 1994). | | | | | | | | | |
| Exposure to animals / insects <ul style="list-style-type: none"> • Swooping birds • Possibility of insect bites (bees, ants, mosquitoes) | <ul style="list-style-type: none"> • Please ensure RBG teachers are aware of students with anaphylaxis / allergies. There is a bee hive at the Gardens that is visited in some programs. Bees are also common in the Herb Garden and other garden beds. • Ensure students are adequately supervised around wildlife – please don't chase or feed the birds, eels or turtles. • Areas where birds are nesting are signed; tours will avoid these areas where possible. • Please bring pest repellent and treatment for insect bites. | Authentic connections, understandings and relationships with nature. <ul style="list-style-type: none"> • Real life experiences and opportunities in which children learn to appreciate, respect and understand animals in their natural environments. • Animals are an endless source of wonder for children, fostering caring attitudes and sense of responsibility towards living things. (Sobel, 1996). • Children interact instinctively and naturally with animals, talking to them and investing in them emotionally, thus frequent exposure and interactions with animals allows children to learn how and when to approach animals safely, and when not to, i.e.: when bees are pollinating or birds are nesting. | Satisfactory Poor Unknown | Major Moderate Minor Insignificant | Almost certain Likely Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |

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| | | <ul style="list-style-type: none"> Cultivating children's relationships with animals also fosters empathy, sensitivity and understanding (Sobel, 1996) as well as emotional attachments with nature and concern for its ongoing sustainability and protection (Bunting & Cousins 1985). | | | | | | | | | |
| Exposure to bodies of water <ul style="list-style-type: none"> Falling in, or getting wet during ponding activities. | <ul style="list-style-type: none"> The pond in the Children's Garden is meshed and has a maximum depth of 80cm at the centre. Entering or drinking from the pond is not allowed. There are other larger and deeper water bodies at the RBG. Swimming in or drinking from any of the RBG water bodies is prohibited. Ensure students are well supervised around water. Water quality is actively monitored by RBGV staff for contamination. Please bring a change of clothes (one set for your group). | <p>Authentic connections, understandings and relationships with nature.</p> <ul style="list-style-type: none"> Playing in natural environments enables children to encounter a rich variety of texture and terrain, with each encounter challenging children to approach each situation in new ways (Elliott (ed.), 2008). Children learn to problem solve cognitively, spatially and physically as they navigate through new and challenging environments and experiences. Children who play regularly in natural environments show more advanced motor fitness, including coordination, balance and agility (Fjortoft, 2000). Exposure to reasonable risk within nature gives children opportunities to become skilled in assessing their own risk, learn to self-regulate and manage their own activity, to develop autonomy and resilience and to become independent decision makers. When children play in natural environments, their play is more diverse, | Satisfactory Poor Unknown | Major Moderate Minor Insignificant | Almost certain Likely Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |

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| | | imaginative, creative and collaborative (Footrot 2000, Moore & Wong 1996). | | | | | | | | | |
| Falling tree limbs | <ul style="list-style-type: none"> • RBG regularly inspect and manage our trees to protect health and safety. Despite these steps trees may still unpredictably shed branches. • Ensure all supervising adults are aware of the unpredictable way in which branches may fall and land. Avoid sitting under trees on windy days. | <p>Authentic connections, understandings and relationships with nature.</p> <ul style="list-style-type: none"> • Physically experiencing changes within nature allows children to connect holistically and spiritually with nature, allowing them to discover their 'innate 'sense of relatedness and connectiveness to the natural world' (Phenice & Griffore 2003). • Regular interactions within nature help children develop understanding and respect for the environment, its dangers and delights. These experiences help shape children's environmental values and attitudes for the rest of their lives (Wilson 1996). • 'Outdoor education fosters connected knowing, where education is part of, rather than separate from life' (Gardner, 1991). | Satisfactory Poor Unknown | Major Moderate Minor Insignificant | Almost certain Likely Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |
| Traffic Hazards <ul style="list-style-type: none"> • Entry to RBG: Trip, fall, hit by vehicle • Presence of RBG gardening, maintenance / delivery vehicles | <ul style="list-style-type: none"> • Bus pick up and drop off zones are located directly in front of education entrance. • There is a pedestrian crossing across Birdwood Avenue to Domain Parkland and the Shrine of Remembrance. • Ensure adequate supervision when crossing car parks and roads. A pedestrian | <p>Real life and contextual encounters.</p> <ul style="list-style-type: none"> • Taking advantage of real life situations such as crossing a road within the gardens or, navigating gardener and delivery buggies assists children in developing genuine road safety skills and abilities. | Satisfactory Poor Unknown | Major Moderate Minor Insignificant | Almost certain Likely Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |

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| | crossing crosses Dallas Brooks Drive within the boundary of the RBG near the IPFCG. Care needs to be taken in this area. • The RBG teacher leads the groups – ensure students walk next to, or behind their leader | <ul style="list-style-type: none"> • Allowing children to practice their road safety skills within the Royal Botanic Garden is a reasonable risk in that the road and pathways have minimal traffic. • Children can practice their pedestrian road safety skills as they identify crossings as places to stop, look, listen and think before determining whether it is safe to cross, learn how to safely move aside to let a vehicle pass, discuss traffic signs and watch out for and identify signals affecting pedestrians. • 'Active involvement in real life experiences increases children's competence and self-esteem in a way that contrived activities never could' (Montessori). | | | | | | | | | |
| RBG management and staff recognise that they play an inherent role in prevention and mitigation activities to minimise the effects of emergencies that may occur. RBG implements an emergency procedures policy conforming to the Australian standard AS 3745-2010. RBG Education staff are trained in emergency response. | | | | | | | | | | | |
| In Case of Emergencies whilst visiting the Royal Botanic Gardens Melbourne please call the Visitor Centre 03 9252 2300 or dial 000. | | | | | | | | | | | |

Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.