

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
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?	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: - What will be done? - Who is accountable? - When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
Child Safety	Royal Botanic Gardens Victoria is fully committed to safeguarding children and young people in our Gardens by providing a safe, supportive and enriching environment that respects and fosters their dignity and self-esteem as they connect with nature and develop a deeper understanding of biodiversity, conservation and the natural world. Our Child Safe Policy and Code of conduct can be accessed here: Childdsafe Royal Botanic Gardens Victoria (rbg.vic.gov.au)		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Lost children	- 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,	Contact with nature to promote positive physical, social, cognitive and emotional benefits for children. Frequent and authentic contact with natural environments is vital for children’s overall development and in promoting their sense of independence, autonomy and wellbeing	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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	regular head counts, school uniforms or name badges, utilising RBGV 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.	- 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)									
Exposure to weather - Wind - Rain - Heat - Extreme Weather Conditions	- 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. RBGV Learning Facilitators 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. - 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	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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		and life cycles. 'Outdoor education fosters connected knowing, where education is part of, rather than separate from life' (Gardner, 1991)									
Slips Trips and Falls - Falling from rocks in Ian Potter Foundation Children’s Garden - Slipping on paths - Tripping over tree roots	- 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 - RBGV staff member leads the group to assess any potential 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	Physical play in natural environments provides an endless variety of cognitive, physical and creative challenges for children to negotiate, problem solve, practice and master - 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 (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.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low			Extreme High Medium Low		

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		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 and Fungi Handling gardening tools Poisonous plants and Fungi Allergies to nuts	- Hand washing facilities are available within the vicinity of all potting up, ponding and worm farm activities. Students are encouraged 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. - RBGV Learning Facilitators 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. Many species of fungi are present in Melbourne Gardens, including <i>Amanita phalloides</i> (Death Cap). RBGV staff do regular sweeps of lawns. Learning Facilitators will brief students and teachers on 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. - 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).	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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Exposure to animals / insects - Swooping birds - Possibility of insect bites (bees, ants, mosquitoes)	- Please ensure RBG teachers are aware of students with anaphylaxis / allergies. Bees are also common in the Gardens. - 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. - 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. - 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).	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Exposure to bodies of water Falling in, or getting wet near water.	- 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	Authentic connections, understandings and relationships with nature. Playing in natural environments enables children to encounter a rich variety of texture and terrain,	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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	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).	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, imaginative, creative and collaborative (Footrot 2000, Moore & Wong 1996).									
Falling tree limbs	• 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.	Authentic connections, understandings and relationships with nature. • 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).	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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		- 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).									
Traffic Hazards - Entry to RBG: Trip, fall, hit by vehicle - Presence of RBG gardening, maintenance / delivery vehicles	- Bus pick up and drop off zones are located adjacent to the Shrine of Remembrance. - 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 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	Real life and contextual encounters. - 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. - 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	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low			Extreme High Medium Low		

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		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.