

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Australian National Botanic Gardens			
Location	Clunies Ross Street, ACTON ACT 2600 near turn-off to Black Mountain Tower			
Phone number	Visitor Centre (02) 62509540 Education Services (02) 62509535, (02) 62509408	Fax number	Education (02) 62509477	
Web address	www.anbg.gov.au/education			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
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>
DIY Explorers is self-guided, with no ANBG staff input	All ages. No prerequisite skills	N/A	Trips and slips on paths, boardwalks, steps, garden bed edges	Students wear closed shoes. Recommend non-slip soles. Draw attention to the need for caution, particularly when paths are wet. Stay on paths. Manage student movement. Prevent running and crowding. Limit amount and weight of equipment carried.
			Allergic reactions to contact with plants, pollen or insects, including Jack Jumper ants which are known to cause anaphylactic reactions in some people..	Students wear closed shoes. Avoid contact with plants and insects. At risk students wear long pants and long-sleeved shirts/blouses. School inform students at risk, and bring appropriate medications eg ventolin, epi-pens. Jack Jumper ants are removed on a regular basis from places with high visitor traffic. Students should be warned not to approach any ant that appears to jump.
			Extreme weather conditions	Students to bring: -sun hats, sun screen, extra water particularly Terms 1 and 4

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				<p>-wet weather protection, particularly Terms 2 and 3.</p> <p>-warm clothing, particularly Terms 2 and 3.</p> <p>Where potential closure of Gardens is known, groups will be forewarned when they arrive.</p> <p>In the event of strong winds and other emergencies eg approaching bushfire, the ANBG may be closed in part or full, and evacuated as per ANBG policies and procedures.</p>
			Contact with snakes, particularly brown snakes	<p>Wear closed shoes.</p> <p>Teachers warn students to be aware of where they step, particularly late Term4 and during Term1.</p> <p>Avoid, and move away from snake. Alert ANBG staff/Ranger.</p> <p>For snake-bite, patient to sit and be calm. Alert Ranger/staff. Ambulance will be called; First Aid officer(s) called.</p>
Facilitated programs, ie ANBG staff input	All ages. No prerequisite skills	Trained Educators and occasional Presenters (Twilight Forest Adventure Guides, Explainers)	All of the above, plus the following:	<p>ANBG staff:</p> <ul style="list-style-type: none"> -work with small groups (usually 10-12 children) -have quick access to First Aid -can avoid known hazards -can forewarn students of potential and real hazards -know what to do in an emergency
			Slip or fall into ponds	<p>Warn students, demonstrate good techniques for pond dipping. ANBG staff restrict dipping area, monitor children's activity, forewarn and spread adults accordingly.</p> <p>ANBG provides shower, spare clothes for younger students</p>
			Pathogens in potting mixes	<p>Students forewarned of dangers, appropriate techniques. Not to put hands near head. Wash hands at end.</p> <p>Potting mix maintained at minimum risk, according to policy and procedures - namely low moisture and humidity in storage</p>

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				At risk students provided with gloves, face masks.
			Hands-on activities	Non-harmful materials, non-dangerous equipment used. No mains voltage electricity used by children.
			Night-time activities - Twilight Forest adventure	Students briefed on dangers. Avoid known hazards Small groups of 10-12 students. Provided with individual torches, and ponchos if required. Staff have access to mobile phone, entry to gates and building. Each staff member has 2-way radio, small First Aid kit.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Equipment varies according to programs. Equipment is not provided for Self-guided activities.	Equipment for facilitated programs is either safe for students to use, or strictly supervised by ANBG staff eg burning Banksia fruits
	<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</i>	Students should wear closed shoes with good tread, hat, water, food and personal medication as required. Schools must ensure that ANBG is notified of students with particular needs, on the booking form.
	Teachers must be actively involved in student supervision and ensure that the known medication requirements of any particular students is met.

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<i>by the venue</i>	
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	<p>Groups undertaking facilitated programs are briefed on Gardens rules and activity requirements. Teachers undertaking self-guided activities should make themselves aware of rules and expectations from the Education Web page at www.anbg.gov.au/education/plan a visit.</p> <p>ANBG staff conduct activities with students as planned with classroom teachers.</p>
Access	<p><i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Emergencies	<p><i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Construction/ Maintenance/ Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

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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 checked="" type="checkbox"/>	No <input type="checkbox"/>
Child-related employment	Are employees of your organisation 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? The Department Environment and Heritage undertake police screening for staff screening for Education staff.		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200."			

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