

Australian National Botanic Gardens

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

SELF GUIDED VISITS



Location	Clunies Ross St, Acton, Canberra, ACT 2601		
Education Contact	02 6250 9408	Afterhours Contact	0419 552 660
Web address:	www.parksaustralia.gov.au/botanic-gardens/schools/		
Date reviewed	July 2020	Next review	July 2021
Insurance	Certificate of currency		
First Aid Contact	<p>First aid assistance - is available, please report any first aid incidents or hazards</p> <p>Teacher guided programs - call the Rangers on 0417 021 558.</p>		
Bookings	<p>Bookings are essential for all programs email education@anbg.gov.au or phone 6250 9408</p>		
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>	
<p>Visitor Services Rangers at the Gardens are trained in first aid.</p> <p>Call 0417 021 558 for support and to report any incidents.</p>	Injury due to trip, fall or hit by vehicle in car park.	<ul style="list-style-type: none"> Designated drop off point for students. Pre-visit information sheet preparing for your visit sent on booking to booking agents and schools. 	
	Injury due to trip or slip during visit	<ul style="list-style-type: none"> Staff regularly check paths, steps and boardwalks Closed non-slip sole shoes appropriate for walking are recommended Teachers are advised to choose an appropriate route for group based on mobility and footwear of group. The main path of the Gardens is an accessible path with no steps. Teachers are advised ensure the group stays on paths, and draw attention to need for caution, particularly when the paths are wet and in damp areas such as the Rainforest Gully. Call Rangers on 0417 021 558 to assist with first aid or emergency. 	

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Visitor Services Rangers at the Gardens are trained in first aid. Call 0417 021 558 for support and to report any incidents.	Injury due to allergic reaction to contact with plants, pollen or insects.	<ul style="list-style-type: none"> • Closed non-slip sole shoes are recommended for students and teachers • Students should be warned not to eat plant material from the Gardens and to avoid contact with plants and insects. • At risk students wear long pants and long-sleeved shirts/blouses. • School inform students at risk to bring appropriate medications eg Ventolin, epi-pens. • Jack Jumper ant nests are removed from places with high visitor traffic. Students should be warned not to approach any ant that appears to jump.
	Injury due to fire on-site or in surrounding area	<ul style="list-style-type: none"> • Regular Hazard Reduction burns undertaken in ANBG southern annex and on Black Mountain • Emergency Management Plan developed, wardens trained and liaison with neighbours on emergency planning • Fire suppression sprinklers installed around boundary fence • In case of high fire danger, upper areas of the Gardens will be closed, activities will be in open lower area only. • In the case of catastrophic fire danger, the Gardens will be closed to all visitors. • Booked Teacher-guided (self-guided) schools will be contacted to inform of any closure.
	Injury due to severe weather / high winds	<ul style="list-style-type: none"> • In the event of strong winds and other severe weather the ANBG may be closed in part or full, and evacuated as per ANBG policies and procedures. • The Gardens is closed for extreme weather and school bookings are cancelled. • Regular assessments of trees and appropriate actions taken for trees. • Staff use their judgement to cease a program if weather suddenly becomes severe during a program. • Teacher guided (self-guided) schools will be notified of partial closure of the Gardens and advised on safety of conditions by staff.
	Injury due to sunburn or exposure	<ul style="list-style-type: none"> • Students to wear appropriate clothing for the weather <ul style="list-style-type: none"> - Summer: sun hats, sun screen and carry water - Wet weather: waterproof clothing - Winter: Warm clothing

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Visitor Services Rangers at the Gardens are trained in first aid. Call 0417 021 558 for support and to report any incidents	Injury due to wildlife, e.g.. Snakes	<ul style="list-style-type: none"> • Brown Snake Management Plan and procedures in place and a number of ANBG staff are trained in snake management • Closed non-slip sole shoes are recommended • Teachers to alert students to be aware of snakes in the Gardens. • Teachers to report location of any snakes encountered to Rangers on 0417 021 558 • In case of snake-bite, move other students/adults away from snake to safety, advise patient to lie down and be calm. Call ambulance on 000, contact Ranger on 0417 021 558 to assist with First Aid and escort ambulance to patient.
	Lost Student	<ul style="list-style-type: none"> • Procedures are in place for lost children in the Garden documented in the ANBG Emergency Management Plan • Teachers are provided with Ranger mobile contact 0417 021 558 to assist with any emergencies including a lost child.
	Injury due to fall into water	<ul style="list-style-type: none"> • Teachers are advised that there are bodies of water in the Gardens. Teachers should provide appropriate supervision.