

Wellington Botanic Garden

Risk Assessment for schools visiting the Discovery Garden and the Botanic Garden

All visitors must have suitable footwear and clothing to participate in practical, outside activities

Please ensure children have adequate food to last their trip as we do not have the facilities to provide food

In the event of an emergency, please follow the instructions of the Garden staff immediately

Emergency phone numbers:

New Zealand Police, Ambulance and Fire is '111'

New Zealand National Poisons Centre 0800 764 766

First Aid:

- All school groups are advised to carry an adequate first aid kit.
- There is a mounted first aid kit at the Treehouse Visitor Centre and inside the Learning Pavilion.
- There is an Automated External Defibrillator (AED) at the Tree House and the Begonia House (ring 111 for the code)

General Information:

- Keep to the paths and lawns
- No picking of any living plant material unless instructed by staff
- No climbing trees other than those in the Discovery Garden
- Take all rubbish away with you
- Ensure children have suitable footwear, warm and water-proof layers, sunhat, and sunscreen as appropriate
- No ball games or frisbee games allowed anywhere in the garden
- No cycling or skate boards allowed to be ridden in the garden

Incident reporting/recording

- All accidents, injuries and near misses must be reported to the nearest Garden staff member or to the Tree house

		<p>Explain to children the importance of staying in groups on the paths,</p> <ul style="list-style-type: none"> • to take their time • not run or jostle each other <p>Hi-visibility vests for children under 6 are recommended</p>
	<p>Prickles, thorns, sap, scratch, cuts, splinters, skin irritations</p> <p>Poisonous plants</p> <p>Taking care of eyes</p>	<p>Take care if touching plants – some have spikes, thorns, or irritating sap</p> <p>Not to eat parts of plants, berries, fruit, or seeds unless directed by staff</p> <ul style="list-style-type: none"> • Seek immediate assistance if skin or eye irritation starts after handling plants retain a piece of the plant identification • In the event a child suffers an injury from a plant – retain a piece of plant for identification <p>Remind children and visitors to take care when working near garden stakes and grasses</p>
	<p>Trips, slips and falls</p> <p>Including rocks, wooden steps, wooden garden edging, loose gravel, hoses, and wet floor surfaces.</p>	<p>Unless otherwise instructed by Botanic Garden staff ensure the group always stays on marked paths, tracks, and lawns. Walking off track through any bush areas and on garden beds is not permitted.</p> <p>A maximum of 40 people at a time in the Learning Pavilion A maximum of 15 people in the group at a time in the nursery A maximum of 15 people in the group at a time in the Begonia House</p>
	<p>Streams and garden ponds</p> <p>Water hazards</p> <p>Falls</p>	<p>Keep children out of the streams, ponds and fountains</p> <p>Streams are not fenced</p> <p>Remind children not to climb the railing around the Duck Pond</p>
	<p>Tree climbing</p> <p>Falls,</p> <p>Damage to trees</p>	<p>Keep children off trees and shrubs.</p> <p>Take care when walking over tree roots</p> <p>Climbing trees is not permitted within the Botanic Garden other than the Pohutukawa in the Discovery Garden</p>
	<p>Trip and slip hazards</p> <ul style="list-style-type: none"> • large steps • rocky steps • steep path falls <p>Falls</p>	<p>Timber or stone steps and paths can be very slippery</p> <p>Children are not to push their way up and down paths and steps</p> <p>Allow children time to negotiate the steps and steep paths. Use handrails where present</p> <p>Take extra care in wet weather, plans may need to be altered to accommodate weather changes</p>

<p>All parts of the Botanic Garden</p>	<p>Earthquake, fire, water, Storm Site works</p>	<p>If in the Begonia House or Rose Garden, evacuate to the fountain in the Rose Garden and wait for instruction If in the Discovery pavilion or Tree house, evacuate to the staff carpark Remain there until advised by the garden's staff or emergency services of further actions</p> <p>Review the weather forecasts and be prepared to cancel the trip if extreme weather events are forecast (Botanic Garden staff may postpone a visit in advance of extreme weather)</p> <p>Remain outside of any barriers</p>
<p>Staff restricted areas</p>	<p>Cuts, bruising, vehicle movements, falls electrical hazards, handcarts, moving tables</p>	<p>Storage areas, depots and other restricted areas are not to be entered without staff supervision at any time</p> <p>If entering restricted areas under supervision, children and adults must follow all instructions given by Garden staff</p> <p>Comply with all health and safety signs posted by staff</p> <p>Do not enter paths or gardens that have been cordoned off for maintenance work or other activities</p> <p>Follow the instructions of gardens staff</p>
<p>Tools, machinery and equipment</p>	<p>Inappropriate use of tools and equipment Manual handling risks Machinery hazards</p>	<p>Children using tools and equipment at The Discovery Garden must follow instructions given by staff</p> <p>Hand tools and equipment must be used under the direction of staff and only used for the intended purpose</p> <p>All visitors must have suitable footwear and clothing to participate in practical activities</p> <p>Children are not to climb on machinery even when it is stationary. This includes tractors, ATVs, vehicles, handcarts and barrows, mowers and weed eaters etc</p>

Buildings and infrastructure	<p>Falls from heights</p> <p>Doors</p> <p>Electrical hazards</p> <p>Slippery floors</p>	<p>Do not climb handrails, fences, tanks, buildings, or railings Take care when closing doors – sliders and normal doors to avoid trapping fingers</p> <p>Enter buildings only on the instruction of garden staff</p> <p>Electrical appliances, equipment or fittings are only to be used under direction of garden staff</p> <p>Always walk to reduce potential for slips, trips, and falls especially when wet. Use the steps on the Discovery Garden concrete bleachers to avoid large steps and falls The rear of the Discovery Garden pavilion is accessed only under garden staff supervision</p>
Bees and Wasps	<p>Risk of bee/wasp stings to those working or walking in the gardens</p>	<p>To avoid bee or wasp stings</p> <ul style="list-style-type: none"> • Stay well away from bee hives/wasp nests and look for flight paths • Take care when eating food outdoors, especially sugary drinks and fish sandwiches, which can attract wasps and bees • Bees get particularly agitated by loud noises (screaming and shouting) and fast movements. If close to bee hive, move slowly and quietly • Bees and wasps like bright-coloured or dark clothing, and perfumes. Wear hats, long sleeves and light colours <p>How to treat stings</p> <ul style="list-style-type: none"> • For a honeybee sting, remove it as quickly as possible • Wash the area with soap and cold water • If the sting is on an arm or a leg, raise the arm or leg to stop swelling • Apply an icepack for 15 minutes to relieve pain and swelling • Topical creams, antihistamines and paracetamol can be useful in controlling local pain, swelling and itchiness. Inflammation may also be managed with use of hydrocortisone cream • Watch the person closely for any sign of an allergic reaction. Some people are <u>allergic</u> to bee or wasp stings and may collapse within 3 or 4 minutes of being stung. They will need urgent medical attention. If the person shows any signs of a <u>severe allergic reaction</u>, call 111 for an ambulance straight away

		<p>In case of an allergic reaction</p> <p>Call 111 for an ambulance if the person who has been stung has symptoms of a serious allergic reaction or anaphylaxis. These symptoms include:</p> <ul style="list-style-type: none">• Swelling around the lips and eyes• Rapid development of a rash• Shortness of breath or wheezing• Chest tightness• Severe dizziness or faints• Persistent sneezing or coughing• Hoarse voice• Difficulty swallowing or throat tightness• Signs of shock (pale skin, rapid pulse and fainting)• If the person has been stung multiple times call the National Poisons Centre on 0800 764 766 for advice
--	--	--