

Ōtari Wilton's Bush

Risk Assessment for visiting schools

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

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 an Automated External Defibrillator (AED) at Tāne Whakapiripiri, the Visitor Centre (ring 111 for the code)

General Information:

- Keep to the paths and lawns
- No picking any living plant material unless instructed by staff
- No climbing trees
- Take all rubbish with you
- Ensure children have suitable footwear, warm and water-proof layers, sunhat and sunscreen as appropriate

Incident reporting/recording

- All accidents, injuries and near misses must be reported to the nearest Ōtari staff member

Location	Risk/Hazard	Mitigation
<p>Car Park</p> <p>Paths ramps and steps</p>	<p>Moving vehicles</p> <p>Trips/slips and falls</p>	<p>A safe travel route identified and used Monitor traffic and keep children in groups Ensure children remain off the road</p> <p>Quickly move to the assembly point by the waharoa, main entranceway</p> <p>Many of the paths throughout Ōtari are steep and can be slippery after rain. Children and visitors should always take care, walk and not run. The forest paths have loose gravel surfaces and exposed roots</p> <p>Take care when the surface is wet. Use the handrails</p>
<p>Forest and garden areas</p>	<p>Getting lost/separated from the group</p> <p>Panic</p>	<p>Close monitoring of the group with a parent/teacher at the front and rear of the group Regular head counts at intervals especially after path intersections 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 12 are recommended)</p> <p>If lost, children need to stop, remain where they are and call out until found</p>
	<p>Prickles, thorns, sap, scratches, cuts, splinters, skin irritations</p> <p>Poisonous plants</p> <p>Taking care of eyes</p>	<p>Not to pick or eat parts of plants, berries, fruit, or seeds unless directed by staff Take care touching plants – some have spikes, thorns, or irritating sap</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 New Zealand National Poisons Centre 0800 764 766 <p>Remind children and visitors to take care of their eyes near garden prickly plants 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 Ōtari 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 20 people at a time in the nursery</p>
	<p>Streams and garden ponds</p> <p>Water hazards</p> <p>Drowning</p>	<p>Keep children out of the streams and ponds</p> <p>Streams are not fenced</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</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>
Circular Walk/Troup Picnic Area	<p>Barbecues - Burns</p>	<p>Barbecues can be turned on by anyone</p> <p>They can be hot at any time of the day</p> <p>Children should not touch</p>
	<p>Stream - Drowning</p>	<p>Keep children out of streams and ponds, both of which are unfenced</p>
Nature Trail	<p>Post 6 – Hinau Platform</p> <p>Platform collapse-falls</p>	<p>Limited space on platform for a maximum of 12 people.</p> <p>When full, all others must remain on the path</p> <p>Cross in single file as there is a handrail on one side</p>
	<p>Bridge – falls</p>	<p>Many of the paths throughout Ōtari are steep and can be slippery after rain.</p> <p>Children and visitors should always take care, walk and not run. The forest paths have loose gravel surfaces, exposed roots and deep steps</p>
	<p>Steps – trip/slip/fall</p>	

<p>All parts of Ōtari</p>	<p>Earthquake, fire, water, Storm Site works</p>	<p>Stop all activities. Evacuate to the main car park on Wilton Road Remain there until advised of further actions by the Ōtari staff or emergency services</p> <p>Review the weather forecasts and be prepared to cancel the trip if extreme weather events are forecast (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,</p>	<p>Storage areas, depots and other restricted areas are not to be entered without staff supervision at any time</p>
<p>Bees and Wasps</p>	<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 • 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

		In case of an allergic reaction
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Call 111 for an ambulance if the person who has been stung has symptoms of a serious allergic reaction or anaphylaxis. These symptoms include:

- 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