

# Wellington Botanic Garden

Risk register 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**

### **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 Begonia House

### **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 Garden staff member or to the Tree house



	<p>Prickles, thorns, sap, scratch, cuts, splinters, skin irritations</p> <p>Poisonous plants</p> <p>Taking care of eyes</p>	<p>Not to eat parts of plants, berries, fruit, or seeds unless directed by staff Take care touching plants – some have spikes, thorns, or irritating saps.</p> <ul style="list-style-type: none"> <li>• Seek immediate assistance if skin or eye irritation starts after handling plants retain a piece of the plant identification</li> <li>• In the event a child suffers an injury from a plant – retain a piece of plant for identification</li> </ul> <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 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. Take care when walking over tree roots Climbing trees is not permitted within the garden</p>
	<p>Trip and slip hazards</p> <ul style="list-style-type: none"> <li>• large steps</li> <li>• rocky steps</li> <li>• steep path falls</li> </ul> <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 Take extra care in wet weather, plans may need to be altered to accommodate weather changes</p>
<b>All parts of the Botanic Garden</b>	<p>Earthquake, fire, water,</p> <p>Storm</p> <p>Site works</p>	<p>If in the Begonia House or Rose Garden, evacuate to the fountain in the Rose Garden 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><b>Staff restricted areas</b></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><b>Tools, machinery and equipment</b></p>	<p>Inappropriate use of tools and equipment</p> <p>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>
<p><b>Buildings and infrastructure</b></p>	<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</p> <p>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.</p> <p>Use the steps on the Discovery Garden concrete bleachers to avoid large steps and falls</p> <p>The rear of the Discovery garden pavilion is accessed only under garden staff supervision</p>