



Education Program Risk Assessment Australian National Botanic Gardens

Location	Clunies Ross St, Acton, ACT 2601
Contact information	Education program: 02 6250 9408 Visitor Centre: 02 6250 9540 After hours education phone: 0419 552 660 education@anbg.gov.au http://visit.anbg.gov.au/schools
First aid	First Aid assistance is available by contacting the Rangers: 0417 021 558 All Education staff are first aid trained and carry radios to summon further assistance if necessary.
Document last reviewed	11/08/26 Katy Buffinton

Risk	Mitigation	Risk rating
Injury due to slips, trips or falls on paths and natural terrain	- Education Officers select routes appropriate to group age, mobility and conditions during ANBG facilitated programs and manage group movement to remain on designated paths. - Teachers are responsible for supervising students at all times during both facilitated programs and teacher guided visits. - During teacher guided visits, teachers select routes appropriate to their group and manage pace and behaviour, particularly in wet or slippery conditions. - Rangers conduct regular inspections of paths, steps and boardwalks and manage identified hazards, including temporary closures where required. - Safety briefings reinforce awareness of uneven and potentially slippery surfaces and expected behaviour while moving through the Gardens.	Medium



	• Monitor slip, trip and fall incidents or near misses to identify locations, conditions or behaviours requiring additional attention.	
Injury or illness due to extreme weather or fire impacts	• ANBG applies partial or full Garden closure, evacuation and access restriction procedures during extreme weather or elevated fire danger in accordance with established emergency management plans. • Education Officers modify, relocate or cancel ANBG facilitated programs based on prevailing weather, fire conditions and advice from Rangers. • Teachers are responsible for supervising students at all times and for responding appropriately to changing weather or environmental conditions. • Rangers monitor weather and fire conditions and conduct additional patrols during severe or high-risk conditions. • Water activities (pond dipping) not offered in colder months. • Activities moved to sunny spots in the ANBG during winter. • Education Officers and Rangers are trained in emergency response procedures and carry communication equipment to summon assistance if required.	Medium
Injury due to falling trees or branches	• ANBG tree management strategy in place. • ANBG staff intensively manage lower parts of ANBG site. • Routine arborist inspections and tree risk assessments undertaken by ANBG staff and external contractors. • Rangers monitor and report tree hazards. • Hazardous trees and branches are managed, pruned or removed where required. • Temporary closure of areas where elevated tree risk is identified. • Education Officers modify routes and activities in response to identified hazards or operational advice. • Established incident and emergency response arrangements.	Medium



Injury due to wildlife encounter	• Education Officers provide safety briefings during ANBG facilitated programs that include expected behaviour around wildlife and instructions not to touch or approach animals or insects. • Teachers supervise students at all times during both ANBG facilitated programs and teacher guided visits and reinforce safe behaviour around wildlife. • ANBG applies established wildlife management procedures, including ant management and snake response protocols, in areas of high visitor use. • Education Officers and Rangers are trained in wildlife response and first aid procedures and carry communication equipment to summon assistance if required. • In the event of a wildlife encounter, staff manage the situation by keeping groups well clear and adjusting routes or activities as necessary.	Medium
Injury or illness associated with water bodies and pond based activities	• Teachers supervise students at all times during both ANBG facilitated programs and teacher guided visits, including when groups are near water bodies. • Education Officers provide clear instructions and demonstrations during ANBG facilitated activities conducted near water, including expected behaviour and safe positioning. • Students participate in water-based learning activities only from flat, stable areas identified by ANBG staff. • Pre-visit information advises schools of the presence of ponds and water features and the need for close supervision. • Education Officers and Rangers carry communication equipment and are trained in first aid response should a student fall into water. • Pond dipping activities have an additional staff member rostered to monitor behaviour of students around the pond and reduce incidents of falling in. • Hand washing with clean water and soap is facilitated following any activity involving contact with non-potable water.	Medium



Injury or illness associated with handling soil or potting mix during education activities	• Use of commercial, high quality, potting mix only (no garden soil). • Potting mix stored dry and enclosed to minimise contamination and mould growth. • Education Officers to ensure potting mix is damp before use. Soil pre-prepared in pots or trays where possible. • Students use blunt dibbers to insert seeds, avoiding direct hand-contact with soil. • Supervised hand-washing with soap and water immediately after activities that use soil. • Ensure any injuries on hands and forearms are covered with an appropriate dressing and gloves available for students or staff if required. • Activity undertaken in a well-ventilated area • Adequate supervision is provided by teachers and staff to reduce injuries from tool use.	Low
Injury or harm from use of ultraviolet (UV) light sources during education activities	• UV torches are used only by trained Education Officers and are not provided to students • Safety briefings include clear instructions not to look directly into UV light sources • Education Officers actively supervise use of UV torches during activities • Activities using UV light are structured and controlled (e.g. Twilight tours) • Duration of exposure is minimised as far as reasonably practicable • UV torch use is limited to long-wave devices for general activities	Medium
Medical emergency or allergic reaction during school visits	• Teachers are responsible for identifying students with medical conditions and carrying any required medication (e.g. inhalers, adrenaline auto-injectors) during visits. • Education Officers and Rangers are trained in first aid and emergency response procedures. • ANBG education staff all carry first aid kits and communication equipment to promptly summon additional assistance or emergency services if required. • In the event of a medical incident, ANBG staff manage the scene and coordinate emergency response in accordance with established procedures. • Defibrillators accessible in various locations across the ANBG site.	Medium



	Emergency management training provided for casual staff to assist with knowing how to manage emergency situations, particularly after hours when regular staff are not onsite.	
Lost or separated student during a school visit	- Teachers are responsible for supervising students at all times during both ANBG facilitated programs and teacher guided visits. - Education Officers manage group cohesion and movement during ANBG facilitated programs and reinforce agreed meeting points. - Teachers conduct regular head counts, particularly when moving between locations or concluding activities. - Rangers are available to assist with locating lost students and implement established lost person procedures if required. - Emergency management training provided for casual staff to assist with knowing how to manage lost students, particularly after hours when regular staff are not onsite. - Education Officers and Rangers carry communication equipment to coordinate a prompt response.	Low
Inappropriate behaviour or harm to a child during a school visit	- ANBG requires that all staff delivering education programs hold a valid working with vulnerable people check. - Teachers and accompanying adults remain responsible for supervising students at all times during school visits. - Education Officers deliver programs in group settings and avoid isolated one-to-one interactions with students. - Clear behavioural expectations for students and adults are communicated during pre-visit information and on arrival. - ANBG has established procedures for responding to child safety concerns, including escalation and mandatory reporting obligations.	Medium