

Ōtari Wilton's Bush

Risk register 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.

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</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>Trips and falls</p>	<p>Close monitoring of the group with a parent/teacher at the front and rear of the group</p> <p>If lost, children need to stop, remain where they are and call out until found</p> <p>Regular head counts at intervals especially after path intersections</p> <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 12 are recommended)</p>
	<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</p> <p>Take care touching plants – some have spikes, thorns, or irritating saps.</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>

	Streams and garden ponds Water hazards Drowning	Keep children out of the streams and ponds Streams are not fenced
	Tree climbing Falls, Damage to trees	Keep children off trees and shrubs. Take care when walking over tree roots Climbing trees is not permitted
	Trip and slip hazards <ul style="list-style-type: none"> • large steps • rocky steps • steep path falls Falls	Timber or stone steps and paths can be very slippery Children are not to push their way up and down paths and steps 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
Circular Walk/Troup Picnic Area	Barbecues - Burns Stream - Drowning	Barbecues can be turned on by anyone They can be hot at any time of the day Children should not touch Keep children out of streams and ponds. Both are unfenced
Nature Trail	Post 6 – Hinau Platform Platform collapse- falls Bridge – falls Steps – trip/slip/fall	Limited space on platform for a maximum of 12 people. When full, all others must remain on the path Cross in single file as there is a handrail on one side 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, exposed roots and deep steps
All parts of Ōtari	Earthquake, fire, water, Storm Site works	Stop all activities. Evacuate to the main car park on Wilton Road Remain there until advised by the Ōtari staff or emergency services of further actions Review the weather forecasts and be prepared to cancel the trip if extreme weather events are forecast (staff New Zealand National Poisons Centre 0800 764 766 New Zealand National Poisons Centre 0800 764 766 New Zealand National Poisons Centre 0800 764 766 may postpone a visit in advance of extreme weather) Remain outside of any barriers
Staff restricted areas	Cuts, bruising, vehicle movements, falls electrical hazards,	Storage areas, depots and other restricted areas are not to be entered without staff supervision at any time