

**BUNDANON TRUST  
RISK MANAGEMENT PLAN FOR SCHOOLS  
BUNDANON 2020/2021**



Venue Name	Bundanon Trust	
Locations	Bundanon Homestead and property, Studio, Study Centre, Artist in Residence Complex, Dorothy Porter Studio	
Address	533 Bundanon Road, Illaroo NSW 2541	
Postal Address	PO Box 3343 North Nowra 2541	<a href="http://www.bundanon.com.au">www.bundanon.com.au</a>
Contact Person	Mary Preece, Education Manager T: 02 4422 2115 E: <a href="mailto:mary@bundanon.com.au">mary@bundanon.com.au</a>	
Insurance Cover	Bundanon Trust has Australian Government approved public liability insurance with Comcover with a limit of \$100 million.	
Disabled Access	Limited access at Bundanon, limited wheelchair access at Homestead. There is a ramp to Fern Studio Accommodation and the Dorothy Porter Studio is accessible.	
OHS Standards	Venues and equipment are maintained in accordance with WHS regulations and standards	
First Aid	First Aid Kits are used at each activity and location. Education staff have regularly updated Senior First Aid qualifications.	
Child protection	All relevant Bundanon staff have undergone employment screening through the Working with Children Check. Bundanon staff have completed Child Safe Training. At Bundanon there will likely be more than one school at a time on site.	
Property Access and security	Bundanon is accessible by large coaches and smaller coaches with trailers. Coaches must park in designated parks and use drop off zones as required. Bundanon gate is not locked overnight as it is 2km from accommodation and 12km from sealed public roads.	
Arrival and Departure	Arrival at Bundanon can be anytime from 10.00am. Departure from Bundanon for a residential program is usually 1pm on the last day.	
Emergency Management	Bundanon Trust has a detailed Emergency Management Plan which includes evacuation procedures. Inductions include instructions about emergency procedures and evacuation assembly locations.	
Personnel responsibilities	Education staff teach students during the Bundanon Trust conducted activities with the support of school staff. Visiting teachers have responsibility for the behaviour and discipline of their students. School staff are solely responsible overnight.	

Information about this document	This document has been designed for use by schools visiting Bundanon for education programs. This document identifies risk across our activities and provides assurance that these risk exposures are adequately controlled. Our aim is to exercise best practice in controlling the risks to which Bundanon and its users are exposed. This document tabulates risk assessment related to school visits. The Risk Register summarises risk measures and includes organization wide risks relevant to Education and Outreach programs conducted at Bundanon Trust. <u>Bundanon Trust Risk Numbers</u> , part of the organization wide system of risk management, are included in this document.
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AV and WiFi Details	There is a Monitor with HDMI cable available in the Barn Dining and studio area. Bundanon Trust has WiFi, accessible by password for school staff. Schools must bring their own IT equipment
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RISK	BT RISK NUMBER	Controls	Risk Level
Death or serious injury to public or staff.		Bundanon Trust maintains an organisation-wide risk-averse approach organisation wide with strong controls.	
Motor Vehicle Accident Transport	77	Adult supervision of students near moving vehicles at all times. Schools are recommended to use an appropriate bus service. Bus travel to and from Bundanon is on an unsealed road. Groups wishing to have a vehicle for their own uses should provide their own. This is generally not needed. Walking tracks at Bundanon are also vehicle tracks.	Moderate
Drowning	58	No swimming under any circumstances. Induction informs students and teachers. Adult supervision of students at all times. Warning signs are on riverbank.	Moderate
Slip, Trip or Fall	23	Inductions inform about natural and constructed environment risks. Adult supervision at all times. Sensible physical behaviour is monitored. Walk pathways are signposted and groups are only permitted on these when accompanied by education or school staff. Covered toe footwear must be worn at all times. Hazards are monitored and remedied accordingly. Warnings about wombat holes are given during inductions	Moderate
Food poisoning	26	Food is stored in fridges. Food is prepared using accepted food preparation standards by internal and external caterers. Kitchen and preparation areas are kept clean and hygienic. Regulated inspections are carried out. Bundanon Trust uses selected reputable caterers. Housekeeping staff are food handling qualified. Inductions inform that no food storage is permitted in bedrooms. Water taps are clearly marked if not suitable for drinking.	Moderate
Burns, cuts and abrasions	24	Students are made aware of natural environment risks, through inductions. Adult supervision at all times. Sensible physical behaviour is monitored. Walk pathways are signposted and groups are only permitted on these when accompanied by education or school staff. Covered toe footwear must be worn at all times. Personal protective equipment is included in To Bring List and is to be used as necessary.	Moderate
Food allergies /sensitivities		Schools must notify Bundanon Trust of any special dietary concerns at least 7 DAYS before the visit commences. All catering and housekeeping staff are briefed on food allergies and insensitivities. No foods containing peanuts are used in the catering. Special dietary needs catered for are: gluten free, lactose/dairy intolerance, vegan, halal, vegetarian and other diets for religious purposes. Those with other special requirements must bring their own supplies.	Low

Eye Injuries/Hearing Injuries	50/51	Students are made aware of natural environment risks, through inductions. When using tools further specific safety briefing is given and protective safety equipment is provided for use. Sound levels in all workshops and education programs are below recommended levels. There is a very low level of background noise.	Low
Student/staff injury from :bee stings, flora allergies, wombats, wallabies, possums, foxes, snake bite, spider bite, ticks	17/56	Students to be made aware of dangers from them through inductions. We share our properties with native and feral fauna. Adult supervision of appropriate behaviour. Closed shoes and protective clothing advised to be worn at all times. First aid equipment is located in all buildings. Bedroom doors to be kept closed. Bedroom windows to be closed at night. No food in bedrooms. Education staff are trained in Senior First Aid and First Aid Kits are carried on all activities. Schools are advised to require students to bring own epi-pens if needed. Insect repellent is provided.	Moderate
Sprains and Strains	25	Students are made aware of natural environment risks, through Inductions. Adult supervision at all times. Sensible physical behaviour is monitored. Walk pathways are signposted and groups are only permitted on these when accompanied by education or school staff. Covered toe footwear must be worn at all times. Walking rather than running is advised in safety induction. Some gravel pathways and roads on the properties. Warnings about wombat holes are given.	Moderate
Trees and flora, Bunya Bunya pines	27	Signs are in place and barriers are erected around trees when necessary seasonally. Students are informed during the induction. At Bundanon there are Bunya Bunya pines which grow large fruit cones at certain times of the year. These cones can fall and cause injury. Students are not to walk under these trees.	Moderate
Child abuse/sexual assault	28	Child protection measures are integrated at all levels of the organisation. Bundanon Trust verifies that their child-related workers have a WWCC and keep records. Schools should already have carried out this check on their staff. Bundanon staff are required to keep their personal details up to date. Please note that Working With Children Check is required for all parent volunteers attending overnight kids camps, with their own child. Staff and students must not share bedrooms. Male and female students must not share bedrooms and showers. Visitors to the property need to check in at the Bundanon Office. Bundanon Trust Staff have Child Safe training. School staff have responsibility for the behaviour and discipline of their students.	Moderate

RISK	BT No.	Controls	Risk Level
Fire, Storm, wind storm, flood, extreme and catastrophic weather event	14	No smoking at Bundanon Trust. Staff and students are made aware that there is a no smoking policy during inductions. Fire alarms and smoke detectors are installed and checked as per regulations. Fire extinguishers and fire hoses are available for emergency use and should not be tampered with by students. Fire is considered in Emergency Management Plan. The Study Centre at Bundanon have two hour fire rating. Bundanon Trust has a back to base monitoring system for fire and security alarms. Activities and agendas modified in the event of a storm or windstorm to protect visitors. Evacuation and cancellation may occur during extreme weather events or where a <b>Catastrophic Rating</b> has been issued by the Rural Fire Service and when access to the properties is dangerous or limited. This is managed by Bundanon Trust Crisis Management Team.	Moderate
Inappropriate behaviours		All teachers and students are expected to follow the Bundanon Education Code of Conduct which is communicated during inductions. School rules apply to all groups.	
Alcohol abuse	52	No alcohol to be consumed at Bundanon Trust by any school group. Warning about alcohol given during inductions. Students supervised at all times. There is no access to alcohol on the property.	Low
Drug abuse	52	No illegal drugs to be consumed at Bundanon Trust by any school group. Warning about illegal drugs given during inductions.	Low
Physical abuse/verbal abuse	41	Physical abuse and verbal abuse is not acceptable behaviour at Bundanon. Respect for others is conveyed through all activities and behaviour controls. School staff have responsibility for the behaviour and discipline of their students.	Low

Bullying and harassment	41	Bullying is not acceptable behaviour at Bundanon. This includes verbal, physical, exclusion and inappropriate use of digital technologies. Adult supervision at all times. The Bundanon Education Code of Conduct is communicated during inductions.	Low
Malicious damage or vandalism	29	Staff to ensure that students are supervised at all times. The artworks and infrastructure at both Bundanon and Riversdale properties are to be enjoyed, respected and protected. Students and staff are encouraged to appreciate these artworks and must not touch them or cause them damage. Schools are liable for any damaged caused to any asset.	Moderate
Theft	44	Staff and students are requested not to bring valuables to Riversdale and Bundanon. Each individual is responsible for the safety and security of their personal possessions. There is no security for personal valuables at Bundanon Trust.	Low
Health and Safety			
Water Quality		Bundanon Trust Water Quality Assurance Program meets statutory requirements under the Public Health Act 2010 and the Public Health Regulation 2012. The ongoing program allows Bundanon Trust to confidently provide clean, fresh and safe drinking water to our staff visitors and guests.	Low
Art Materials and equipment	48	When needed, personal protection equipment (PPE) is provided and students are advised to bring art shirts and/or apron. Art materials are mostly non-toxic. Students are briefed on responsible use of all materials, techniques are taught regarding safe handling of materials and use of the environment the students will be in for all workshops directly supervised by Bundanon Trust educators. No Clay, turpentine, oil paints and plaster or other toxic materials may be used on site for workshop activities due to environmental waste systems and heritage regulations. This material must NOT be introduced into sinks or septic systems.	Low
Equipment malfunction	22/49	All materials and equipment used are monitored, inspected, maintained, stored and disposed of in accordance with WHS regulations and standards. Venues and locations are inspected and maintenance is conducted as needed. Regular inspections occur for fire alarms, electrical devices, sprinkler systems, hose reels, fire extinguishers and other equipment.	Low
Overnight Security Protocols	75	At Bundanon, there is no security gate overnight, this provides access If an emergency service such as ambulance is called.	Moderate

OTHER HEALTH AND SAFETY INFORMATION	
Sunburn and sun damage to skin	Some workshops are conducted outdoors. Shade is sought where possible. Bundanon Trust advises visitors to bring and use sunscreen and other sun protection methods including hats and clothing which covers the skin for outdoor activities, through the To Bring List. Additional sunscreen is available from staff at Bundanon and Riversdale if requested. Regular hydration is encouraged with drink bottles listed on the to bring list.
Baggage and equipment handling	Students and staff from schools are responsible for carrying their own bags and equipment to and from the accommodation and to transfer their own baggage to and from buses if needed. Trolleys are provided to carry baggage to the Education Centre and are to be used for that purpose only.
Evacuation	Evacuation procedures and Assembly areas are clearly explained during inductions. Signage in buildings and safety briefing indicates procedures.
Fire exits	All fire exits are clearly marked. Location of Emergency Management diagrams and Evacuation Plans are clearly explained to teachers and adults supervising the groups during their inductions.

Wi-Fi Access- Networks and Access details	<p><i>Bundanon</i></p> <p>1.BN-INTERNAL – this is our business network and is secured via a PASSWORD- No access for visiting groups</p> <p>2.BN -GUEST – this is for our all our guests and it is secured via a PASSWORD.</p> <p>3.BN-PUBLIC – this is for public events or the like. It is unsecured–it is NOT secured via a PASSWORD.</p>
Disabled Access	Limited disabled access is available at Bundanon due to heritage precinct requirements. Prior knowledge of mobility issues is needed.
All weathers	Under cover areas are available Bundanon. Agendas are modified to suit climatic conditions. Wet weather alternative activities are provided. Bundanon Trust reserves the right to cancel or modify programs.
Lighting	External lighting at night is provided at Bundanon for safety in the accommodation area. Sensor lighting is provided on all buildings.

**BUNDANON TRUST EDUCATION PROGRAMS CODE OF CONDUCT**

Everyone participating in Bundanon Trust Education Programs including staff, teachers, parents, students and volunteers must keep to the following standards of behaviour:

- DO Treat everyone with respect and honesty
- DO Treat everyone in a positive, encouraging and inclusive manner
- DO Treat everything in the natural and built environment with respect and care
- DO Follow all the information and rules given in inductions
- DO Use materials, equipment and technology appropriately and safely
  
- DO NOT Use verbal & physical abuse or exclusion behaviours
- DO NOT Touch artworks from the Collection

This information provided is current from 15/11/2019. It has been provided by Bundanon Trust to assist principals and teachers in their risk management planning for excursions. Teachers need to be familiar with this document and with their own school's risk management procedures. Should you have any questions in relation to Bundanon's Risk Management for Schools please contact: Mary Preece, Education Manager [mary@bundanon.com.au](mailto:mary@bundanon.com.au)