

RISK MANAGEMENT POLICY FOR SCHOOLS

Venue Name	Bundanon Trust
Locations	Riversdale The Arthur and Yvonne Boyd Education Centre and grounds Bundanon Bundanon Homestead and grounds, Studio, Study Centre, Artist in Residence Complex
Address	170 Riversdale Rd West Cambewarra 2541
Postal Address	PO Box 3343 North Nowra 2541
Contact Person	Mary Preece, Education Manager T: 02 4422 2115 F: 02 4422 7190 E: mary@bundanon.com.au
Web Address	www.bundanon.com.au
Insurance Cover	Bundanon Trust has Australian Government approved public liability insurance with Comcover with a limit of \$10 million.
Disabled Access	YES- at Riversdale and limited access at Bundanon
OHS Standards	Venues and equipment are maintained in accordance with OHS regulations and standards
First Aid	First Aid Kits are used at each activity and location. Education staff have Senior First Aid qualifications.
Child protection	All paid staff have undergone employment screening through the Working with Children Check
Art Materials	Bundanon supplies boards, clips, easels, camp stools, containers, paint, brushes, mediums, drawing materials, basic paper requirements, & other materials for our workshops. Group to bring any specialist papers and materials required for their own program. Students can use their visual arts process diaries for preliminary works & documentation.
AV and IT Details	The Mordant Family Library at Riversdale is available to use in the evenings for groups of 20 with staff supervision and by prior arrangement. There is a VCR/DVD player and monitor available and educational videos on Arthur Boyd or your own DVDs may be viewed. No food or drinks or art materials are to be taken into the library. A data projector and screen are available upon request for use in the education centre. Bundanon Trust has wireless internet
Property Access Details	All visitors are to leave the Bundanon property by 4.00pm and Riversdale on the last day by 1.00pm, unless other arrangements have been made.

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1 INTRODUCTION

This document has been designed for use by schools visiting Bundanon for day or residential programs. Risk is inherent in many of the activities held at Bundanon. It is something that we currently manage and control in a variety of ways. This document will identify risk exposures across our activities and will provide assurance that these exposures are adequately controlled. Our aim is to exercise best practice in controlling the risks to which Bundanon and its users are exposed

2 WHAT IS RISK MANAGEMENT?

Risk management involves adopting and applying a systematic process to identify, analyse, assess, control and monitor risk so that it is reduced and maintained within an acceptable level. Risk management is a business tool and part of good management and good planning processes.

3 GOALS OF RISK MANAGEMENT OF BUNDANON TRUST

Risk management is applied to all Bundanon activities, including visitors in residence and day visitors. It also applies to those delivered by external service providers and project contractors. This assists to:

- ensure that the quality and reliability of services and other program outputs are of a very high standard.
- ensure services meet requirements and are delivered within cost and schedule.
- protect visitors, employees, property, information and all other assets.
- comply with all legal requirements relative to areas of risk.

4 RISK REGISTER AND RISK CONTROL

The SPECIFIC RISK ASSESSMENT AND CONTROLS FOR SCHOOLS document tabulates risk assessment related to school visits and is conducted according to the guidelines of the Risk Assessment Matrix of the NSW Department of Education and Training, Risk Management Process and Proforma. The Risk Register summarises existing and proposed risk controls and measures and presents a control plan for those additional controls and risk treatments which are needed.

5 PERSONNEL RESPONSIBILITIES

All managers, staff, project consultants, designated co-ordinators and visiting school staff are responsible for managing risk within their span of control, for promoting the application of risk management and assisting with the identification of risks that could impact on Bundanon Trust. Bundanon's education staff supervise students during activities with the support of school staff. Visiting teachers in residence at the Arthur and Yvonne Boyd Education Centre have total responsibility for their students once Bundanon staff have left the property. The organising teacher becomes the **Designated Coordinator** and is required to read and sign the Agreement, together with the school principal and send to Bundanon before the school visit.

RISK	Controls	Risk Level
Death or serious injury to public or staff.		
Motor Vehicle Accident Transport	Please note that due to legal requirements there is no overnight vehicle available at Riversdale for groups accommodated at the Boyd Education Centre. Groups wishing to have a vehicle for their own uses should provide their own. Adult supervision of students near moving vehicles at all times. Schools are recommended to use an appropriate bus service. The Riversdale access road to the Boyd Education Centre is sealed and signed speed limits are recommended due to steep grade of road. Bus travel to and from Bundanon is on an unsealed road.	Moderate
Drowning	No swimming. Adult supervision. Warning signs on riverbank.	Moderate
Fall	Students to be made aware of natural environment risks, through safety briefing. Adult supervision at all times. Sensible physical behaviour is monitored. Walkways in buildings have non-slip surface. All height rails are correct height. Walk pathways are signposted and groups are only permitted on these when accompanied by education or school staff. Covered footwear must be worn at all times.	Moderate
Food poisoning	Store food in fridges provided. No food storage in bedrooms. Food is prepared using accepted food preparation standards. Kitchen and preparation areas are kept clean and hygienic. Bundanon Trust uses selected reputable caterers. No liability accepted for self-catered visits.	Low
Food allergies /sensitivities	Schools must notify us of any special dietary concerns at least one week 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 are catered for such as gluten free, lactose intolerance, vegetarian and diets for religious purposes.	Moderate
Student/staff injury from :bee stings, flora allergies, wombats, wallabies, possums, foxes, snake bite, spider bite, ticks	We share our properties with native fauna. Students to be made aware of dangers from them through detailed safety briefing. Adult supervision of appropriate behaviour. Closed shoes and protective clothing advised to be worn at all times. First aid equipment in kitchen. Bedroom doors to be kept closed. Bedroom windows to be closed at night. No food in bedrooms. Education Centre doors to be closed at night. 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.	Moderate
Trees and flora, Bunya Bunya pines	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 should avoid walking under these trees during this season. Signs give indication of dangers. Barriers are erected around trees when necessary. Students are safety briefed by staff.	Moderate
Fire	No smoking at the Bundanon and Riversdale properties. Staff and students are made aware that there is a no smoking policy at Riversdale during induction briefing. Fire alarms and smoke detectors have been installed in the buildings. Fire extinguishers and fire hoses are available for emergency use and should not be tampered with by students. Fire considered in Evacuation Plan. Education Centre at Riversdale and study centre at Bundanon have two hour fire rating. Bundanon Trust has a back to base monitoring system for fire and security alarms. See Schools Handbook for emergency procedures.	Moderate
Noise levels	There is a very low level of background noise.	Low
Storm, wind storm, flood	Activities and agendas modified in the event of a storm or windstorm to protect visitors. Cancellation may occur during extreme weather events.	Low

RISK	Controls	Risk Level
Inappropriate behaviour		
Alcohol abuse	No alcohol to be consumed by students at Riversdale. Warning about alcohol given during induction briefing. Stern written warnings in rooms.	Low
Drug abuse	No illegal drugs to be consumed by students at Riversdale. Warning about illegal drugs during induction briefing .	Low
Child abuse/sexual assault	Child protection measures are integrated at all levels of the organisation. Working With Children checks are carried out on all Bundanon staff. Schools should already have carried out this check on their staff. All visitors to the property need to be approved. No other groups are booked in when a school is in residence at Riversdale. Staff and students should not share bedrooms. Male and female students should not share bedrooms and showers.	Low
Physical abuse	Physical abuse is not condoned. Respect for others is conveyed through all activities and behaviour controls. Adult supervision at all times.	Low
Verbal abuse	Verbal abuse is not acceptable behaviour at Bundanon. Respect for others is conveyed through all activities and behaviour controls.	Low
Bullying and harrassment	Bullying is not acceptable behaviour at Bundanon. This includes verbal, physical, exclusion and inappropriate use of digital technologies. Adult supervision at all times.	Low
Malicious damage	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. Teachers are advised that the Mordant library at Riversdale is used only under staff supervision for passive activities. Books to be carefully used and returned to their appropriate place. No practical activities are to be carried out in this room. No paint or wet art materials are to be used and no physical games to be played in this space. No food or drinks are to be brought into this space. Damaged caused will be charged to the school.	Moderate
Theft	Staff and students are requested not to bring valuables to Riversdale and Bundanon. One master key is held by school staff.	Low
Occupation Health and Safety		
Art Materials and equipment	Art materials are generally 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. All workshops are directly supervised by Bundanon Trust Education Officers. When needed for specific workshops personal safety protection equipment is provided such as gloves, eye-protection, masks and students are advised to bring art shirts.	Low
Maintenance and inspections	All materials and equipment used is maintained, inspected, stored and disposed of in accordance with OHS regulations and standards.	Low

RISK	Controls	Risk Level
Occupation Health and Safety procedures		
Sunburn and sun damage to skin	Some workshops are conducted outdoors. 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. Additional sunscreen is available from staff at Bundanon and Riversdale if requested.	Moderate
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.	Low
OHS procedures- inspections	Venues and locations are inspected and maintenance is conducted as needed. Regular inspections occur for sprinkler systems, hose reels, fire extinguishers and other equipment.	Low
Evacuation	Evacuation procedures are clearly explained during safety briefing. Signage in buildings and safety briefing indicates procedures.	Low
Fire exits	All fire exits are clearly marked. Positions of Emergency procedure diagrams and Evacuation Plans are clearly explained to groups during their induction.	Low
Disabled Access	Disabled access and disabled bathroom and toilet facilities are available at Riversdale. Limited disabled access is available at Bundanon due to historic precinct requirements.	Low
All weather cover	Under cover areas are available at both Riversdale and Bundanon. Agendas are modified to suit climatic conditions. Wet weather alternative activities are provided at Riversdale.	Low
Lighting	External lighting at night is provided at Riversdale for safety in the accommodation area. Sensor lighting is provided on all buildings.	Low

This information provided is current from 15 June 2010. It has been provided by Bundanon Trust to assist teachers in their risk management planning for excursions.

BUNDANON TRUST RISK MANAGEMENT POLICY: SCHOOLS AGREEMENT

One copy is to be signed by the school **Principal** and the **Designated Coordinator** and returned to: Bundanon Trust, PO Box 3343, North Nowra, NSW 2541 or Fax **02 44227190**.

Our school
nominates
as Designated Coordinator for the participation period

I confirm that I have received a copy of Bundanon's Risk Management Policy for Schools, and that I have read and understood the policy and my role in the risk management process.

..... Principal's signature
..... **Principal's printed name**
..... Designated Coordinator's signature
..... **Designated Coordinator's printed name**
..... Date

Should you have any questions in relation to Bundanon's Risk Management for schools please contact:
Education Manager T: 02 4422 2115, E: mary@bundanon.com.au