

BUNDANON RISK MANAGEMENT PLAN FOR SCHOOLS 2025



Organisation	Bundanon Trust		Venue name	Bundanon
Locations	All locations			
Property Addresses	Art Museum, Bridge for Creative Learning, Boyd Education Centre: 170 Riversdale Road Illaroo, Homestead: 533 Bundanon Road, Illaroo NSW 2540			
Postal Address	PO Box 3343 North Nowra 2541	www.bundanon.com.au		
Contact Person	Samantha McMahon, Learning Manager: sam@bundanon.com Phone 02 4422 2100			
Insurance Cover	Bundanon has Australian Government approved public liability insurance with Comcover with a limit of \$100 million. This document is available on request.			
COVID-19	Bundanon has an Infectious Disease Safety Plan for the organisation and for school visits especially. The Bundanon School Visitor Infectious Disease School Safety Plan document is provided separately to this risk management document for all learning event bookings. This document outlines the use of ‘zones’ to separate different visiting groups from each other and the public, and responsibilities regarding known diagnoses of infectious disease prior to the Learning event commencing and early departure requirements for people who become symptomatic during their visit.			
Infectious Disease	Risks related to infectious disease such as contracting or spreading disease are managed via practices of contamination control, as outlined in our current School Visitor Infectious Disease Safety Plan attached separately.			
Accessibility	Limited access due to natural bush environment, limited wheelchair access at Homestead. Accessible rooms available at Boyd Education Centre and Bridge. Art Museum is accessible. Details are at www.bundanon.com.au/access . Our accommodation is accessible and while the natural areas of our sites may be challenging to those with physical disabilities, we have contingencies in our programs to provide universal access. Ideally, this should be planned in advance.			
WHS Standards	Venues and equipment are maintained in accordance with national WHS regulations and standards. In the event of an accident or injury, First Aid will be administered.			
First Aid	First Aid Kits are used at each activity and location. Learning staff have First Aid and CPR training.			
Child protection	All Bundanon staff are required to complete employment screening through the Working with Children Check. Bundanon Learning staff have completed Child Safe Training. There will likely be more than one school group, members of the public and/or other private group booking on site at any one time, but each learning event is geographically separated into their own ‘school zone’ (see School Visitor Infectious Disease Safety Plan, attached separately). There will be members of the public on site, but public access is not allowed in school zones and entrances to school zones are signed ‘Learning in			

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	progress', 'No public access'. As per a group visit to any public venue, teachers and group leaders will need to monitor and supervise the group's use of spaces, minors' interactions with other groups and the public outside the allocated school zone. Teachers' legal responsibility and special duty of care holds true for the duration of the visit.
Property Access and security	Bundanon is accessible by large coaches and smaller coaches with trailers. Local bus providers have advised Bundanon that coaches longer than 12.5 metres will not easily access both the Museum and Homestead sites due to the 'hairpin bends' on approach. The road to Bundanon Homestead site is unsealed. The roads approaching Bundanon are public roads and condition reports can be requested at Shoalhaven City Council. Coaches must park in designated parks and use drop off zones as required. CCTV cameras are installed and monitored around all buildings on premises. Footage is kept for 30 days then destroyed. Security guards are onsite from 6pm to 11pm each night during residential stays.
Emergency Management	Bundanon has a detailed Emergency Management Plan which includes evacuation procedures. Inductions include instructions about emergency procedures and evacuation assembly locations. This information is also included in the Learn Handbook .
Personnel responsibilities	Bundanon Learning staff facilitate programs for learners with the support of visiting school staff and group leaders. Visiting teachers and group leaders have responsibility for the behaviour and discipline of minors in their group at all times. For schools, supervision duty must be managed by school staff, for all students, for the entire visit. Teachers and group leaders are solely responsible overnight. Teachers and group leaders will be inducted into the building they are staying in and related emergency procedures. This information is also included in the Learn Handbook .
Information about this document	This document has been designed for use by schools and all other groups visiting Bundanon for Learning 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 Learning events at Bundanon. The Risk Register summarises risk measures and includes organization wide risks relevant to Learning programs conducted at Bundanon.
Audio-Visual And Wi-Fi	Bundanon has public WiFi. Visitors must bring their own IT/AV equipment, which must be tested and tagged. Electrical equipment is checked regularly and complies with national law.

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RISK	Controls	Risk
		Level
Death or serious injury to public or staff.	Bundanon maintains an organisation-wide risk-averse approach with strong controls.	
Motor Vehicle Accident Transport	Adult supervision of minors near moving vehicles at all times. Bundanon recommends using an appropriate bus service. Bus travel may be on an unsealed road. Walking tracks at Bundanon are also vehicle tracks.	Moderate
Construction sites	<p>For a period of two weeks, three times per year, during changeover period between exhibitions in the Art Museum, the Art Museum will be open for visiting the Boyd Collection Gallery only. During this install period, the construction tasks of the install crew may mean that temporary signage regarding access and changed risks will be displayed and all visitors must abide by this signage. You can check with your booking coordinator if your visit will coincide with an Art Museum changeover period.</p> <p>During 2025 and 2026 the Bundanon Art Museum site will feature several construction zones in order to build a carpark and a new building, creating more dust and noise than usual for the site. Construction zones will be defined by temporary fencing and all construction will occur within fenced areas. Movement of plant and equipment in and out of the fenced area will be supervised by the foreman. All contractors will have a verified Working With Children check and their break areas will be in the public zones of the Art Museum site, they will not have access to the school zones without prior coordination with the Learning Manager and visiting learning group / school.</p>	Moderate
Drowning	No swimming under any circumstances. Induction informs visitors of this risk. Warning signs are at the jetty. Teacher or group leader supervision of minors at all times.	Moderate
Slip, Trip or Fall	Inductions inform visitors about natural and constructed environment risks. Adult supervision at all times. Sensible physical behaviour is monitored. Sensible, covered-toe footwear must be worn at all times. Hazards, including weather-related hazards, are monitored and remedied accordingly. Warnings about wombat holes are given during inductions. Walk routes through the bush are marked and groups are only permitted on these when accompanied by Learning team staff and schoolteachers / group leaders.	Moderate
Food poisoning	Food is stored in fridges. Food is prepared using accepted food preparation standards by the kitchen staff. Kitchen and preparation areas are kept clean and hygienic. Regular inspections are carried out. Water taps are clearly marked if not suitable for drinking. Inductions at the start of learning events inform that no food is permitted in bedrooms and that group leaders are responsible for safe food storage of any leftover food after meals. Kitchen staff deliver safe food at each meal time, but do not manage end of meal clean up.	Moderate

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RISK	Controls	Risk
Burns, cuts and abrasions	<p>The two buildings at the Art Museum site that host Learning events have classrooms that feature kitchens. The Bridge does not have a barrier or door to separate the kitchen from the learning area and includes hot 'zip taps', hotplates, ovens and other kitchen machinery such as microwaves, dishwashers and fridge / freezers. The BEC kitchen includes hotplate, oven and other kitchen machinery, but is able to be isolated via closing doors to the classroom space. Both kitchen spaces store sharp knives and cutlery as well as cleaning chemicals and some foods. Kitchen cupboard doors in both kitchens do not have child safety locks. Fire blankets and first aid kits are located in both kitchens.</p> <p>Visitors are made aware of kitchen and natural environment risks, through inductions. Adult supervision of minors at all times. Sensible physical behaviour is monitored. Covered toe footwear must be worn at all times to avoid cuts and abrasions from loose material on the ground during outdoor activities. Personal protective clothing and equipment to avoid sunburn should be used as per the Packing List in the Handbook.</p>	Moderate
Food allergies /sensitivities	<p>Teacher/s and group leaders must notify Bundanon of any special dietary concerns at least 14 DAYS before the visit commences. All catering and housekeeping staff are briefed on food allergies and insensitivities. Most special dietary needs can be catered for with 14 days' notice and any dietary needs that cannot be accommodated will be identified with plenty of notice so that affected individuals know to bring their own food supplies. The kitchen in each building features a book with allergen declarations for all standard learning event food offerings, this is also available on request. Special dietary needs catered for are labelled with sticky labels and the guest's name.</p>	Low
Eye Injuries/Hearing Injuries	<p>Visitors are made aware of natural and built 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 programs are below recommended levels. There is low level background noise due to our isolated location, and building construction with the occasional exception of outdoor gardening and mowing equipment.</p>	Low
Student/staff injury from: bee stings, flora allergies, wombats, wallabies, possums, foxes, snake bite, spider bite, ticks, caterpillars and other insect bits.	<p>Visitors to be made aware of dangers 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. Learning staff are trained in First Aid and First Aid Kits are carried on all activities. All visitors are advised to bring own Epi-pens if needed. Visitors with known allergies should bring their own EpiPens and antihistamines as medications are not provided in the first aid kits. For school visits, teachers are responsible for ensuring students carry their epipens at all times. Insect repellent is provided.</p>	Moderate

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Sprains and Strains	Visitors are made aware of natural environment risks, through inductions. Adult supervision at all times. Sensible physical behaviour is monitored. 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. Walk pathways are marked and groups are only permitted on these when accompanied by Learning staff and school teachers or group leaders. Ergonomic safety instructions are provided in carrying and setting up easels, boards and other equipment used during art making workshops.	Moderate
Trees and flora, Bunya Bunya pines	Visitors are informed during the induction. During periods of high winds or storm activity, groups may be restricted to inside buildings. 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. Visitors are not to walk under these trees. Signs are in place under trees when trees are carrying fruit, seasonally.	Moderate
Child abuse/sexual assault	Child protection measures are integrated at all levels of the organisation and the Child Protection policy is inline with the Commonwealth Government's Child Safety Framework. Bundanon verifies that their staff are required to complete a Working With Children Check (WWCC) and keep a compliance register to track this. Bundanon Learning Staff have Child Safe training. Please note that a WWCC is required for all parent volunteers attending overnight camps, bus drivers, carers and other adults. Sleeping and bathroom sharing plans are to be devised by teachers and group leaders in accordance with their school/organisational policy and communicated via registration forms. For school visits, staff and students must not share bedrooms and teachers may not bring partners or family members with them overnight. School staff have responsibility for the behaviour and discipline of their students.	Moderate
Getting lost	As Bundanon is surrounded by waterways and bushland, adult supervision of minors is essential. Supervising teachers and group leaders must know the location of their group members at all times.	Moderate
Fire, Storm, windstorm, flood, extreme and catastrophic weather event	<p>No smoking (including vaping/e-cigarettes) at Bundanon. Visitors 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 visitors. Fire is considered in Emergency Management Plan. Bundanon has a back to base monitoring system for fire and security alarms.</p> <p>Bundanon has fire warning and suppression systems across the site. The Bridge and Museum buildings are fitted with monitored detection systems and an automated extinguisher system, plus manual extinguishers, and fire hoses. The older buildings (Boyd Education Centre, Farmhouse, Library and Visitor Services Office) all have monitored detection systems and are equipped with manual extinguishers and/or fire hoses. The</p>	Moderate

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	<p>outbuildings and grounds are equipped with manual extinguishers and/or fire hoses, plus high-pressure hydrants for large firefighting equipment (RFS vehicles etc). The Homestead and AIRs precinct all have monitored detection systems and are also fitted with an ember suppression system.</p> <p>Activities and agendas will be modified due to weather events in order to protect visitors, Bundanon learning officers conduct learning environment risk assessments for potential impacts of weather, daily. Bundanon reserves the right to changed scheduled activities due to weather events. Evacuation and cancellation may occur during extreme weather events or where a <i>Catastrophic Rating</i> has been issued by the Rural Fire Service and when access to the properties is dangerous or limited. This is managed by Bundanon Crisis Management Team.</p>	
Inappropriate behaviours	All visitors are expected to follow the Bundanon Learning <i>Code of Conduct</i> which is communicated during inductions and displayed in the Learning Handbook and Terms and Conditions documents. School rules apply to all school group visits.	Low
Alcohol	At Bundanon learning events, no alcohol to be consumed by any minors or by adults supervising any group of minors (people under the age of 18). Warning about alcohol given during inductions. Minors supervised at all times. There is no unsecured access to alcohol on the property; alcohol is kept in locked spaces that learning visitors do not have key access to (e.g., the café and the BEC storerooms).	Low
Drugs and medications	No illegal drugs to be consumed at Bundanon by any person. Warning about illegal drugs given during inductions. All illegal activities will be reported to the police. Bundanon does not supply or store any medications. Please ensure the group has its own supply as necessary. For school groups, prescription medication is to be stored and supervised by school staff.	Low
Physical abuse/verbal abuse	Physical abuse and verbal abuse is not acceptable behaviour at Bundanon. Respect for others is conveyed through all activities and behaviour controls. Teachers have and group leaders have responsibility for the behaviour and discipline of minors in their group.	Low
Bullying and harassment	Bullying is not acceptable behaviour at Bundanon. This includes verbal, physical, exclusion and inappropriate use of digital technologies. Adult supervision of minors at all times. The <i>Bundanon Learning Code of Conduct</i> is communicated during inductions. Details in handbook and terms and conditions documents.	Low
Malicious damage or vandalism	All visitors are liable for any damage they cause to any asset at the Bundanon Art Museum and Homestead sites. The artworks and infrastructure at both Bundanon and Riversdale properties are to be respected, protected, and enjoyed. Visitors are encouraged to appreciate these artworks and must not touch them or	Moderate

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	cause them damage. Inductions give specific information about appropriate behaviours. Group leaders and school teachers to ensure that minors are supervised at all times.	
Theft	Visitors are requested not to bring valuables to Bundanon. Each individual is responsible for the safety and security of their personal possessions. There is no security or lockers for personal valuables at Bundanon. Some rooms are keyed, or swipe carded, and some are not keyed.	Low
Health and Safety		
Infectious disease control and cleaning	Thorough cleaning and disinfecting is carried out by trained housekeeping staff. Hand washing and paper towels are available in all bathrooms. Schools are advised to maintain their normal health promoting protocols including handwashing, coughing and sneezing etiquette and wearing of PPE as required. The School Visitor Infectious Disease Safety Plan outlines preventative strategies such as physical separation of cohorts, isolation and early departure of sick individuals, and cleaning protocols for communal art materials and equipment.	Moderate
Water Quality	Bundanon Water Quality Assurance Program meets statutory requirements under the Public Health Act 2010 and the Public Health Regulation 2012. The ongoing program allows Bundanon to confidently provide clean, fresh, and safe drinking water to our staff visitors and guests. All water sources are potable (drinkable), unless signed as not drinking water.	Low
Art Materials and equipment	When needed, personal protection equipment (PPE) is provided, and visitors are advised to bring art shirts and/or apron. Art materials are mostly non-toxic. Visitors are briefed on responsible use of all materials. Techniques are taught regarding safe handling of materials and use of the environment in own programs and activities directly supervised by Bundanon. 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. Hand sanitiser is provided. Cleaning of relevant art materials and items is carried out between learning events, where possible.	Low
Equipment malfunction	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

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Overnight Security Protocols	Access for Emergency services means that gates are not locked at night. However, at set out-of-hours times, security guards are onsite to assist.	Moderate

OTHER HEALTH AND SAFETY INFORMATION	
Sunburn and sun damage to skin Hydration	Some activities are conducted outdoors. Shade is sought where possible. Bundanon advises visitors to bring and use sunscreen and other sun protection methods including hats and clothing which covers the skin for outdoor activities, please note the Packing List in the Learning Handbook. Additional sunscreen is available from staff at Bundanon if requested. Regular hydration is encouraged with own drink bottles.
Baggage and equipment handling	Learning event visitors 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 Boyd Education Centre and The Bridge 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 also indicate 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	Bundanon has Wi-Fi accessible, passwords are provided on arrival. Use must comply with Australian law.
Physical Access	Access for people with temporary and permanent physical disabilities is limited at Bundanon due to the natural and historical built environment Prior information of mobility issues is needed. Accessible accommodation is available in both accommodation venues. Please check the access page on the website regarding specific access needs and do not hesitate to work with your event coordinators to ensure an agenda that suits the access needs of your group. https://www.bundanon.com.au/visit/access/
All weathers	Under cover areas are available at Bundanon and included in all learning event bookings, The Homestead site does not have an undercover learning area, trips to the Homestead Site will be diverted to classrooms at the Art Museum site in inclement weather. Agendas are modified to suit climatic conditions. Wet weather alternative activities are provided. Bundanon reserves the right to cancel or modify programs due to weather conditions.
Lighting	External lighting at night is provided at Bundanon for safety in the accommodation area. Sensor lighting is provided on all buildings.

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BUNDANON LEARNING PROGRAMS CODE OF CONDUCT

Bundanon Learning team asks all participants including learning event participants to follow our code of conduct:

Relate to everyone with respect and honesty; Relate to everyone in a positive, encouraging and inclusive manner; Please be inclusive of all as exclusive behaviours are not acceptable; Care for and respect everything in the natural and built environment; Care for and respect all artworks by not touching; Respect and follow all the information and rules given during inductions; Use materials, equipment and technology appropriately and safely; Tell someone if you are feeling unsafe; Tell someone if you see behaviour that is dangerous; Verbal & physical abuse is a crime and will be reported.

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