



FO GUANG SHAN NAN TIEN TEMPLE RISK ASSESSMENT FOR SCHOOL TOURS



Activity <i>Please list</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Assess Risk <i>use matrix</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>	Who	When
1. Guided Temple Tour	Trips, slips & falls: 1.1 Stairs, paths, gardens 1.2 Dining room floor 1.3 Shoes in front of shrines	3	1.1,1.2 &1.3 Wear closed in shoes with non-slip sole 1.1,1.2 &1.3 Manage student movement, prevent running, crowding and pushing 1.1,1.2 Caution when approaching steps, uneven paths or slippery floors 1.3.1 Caution risk relating to other people's shoes outside shrines 1.3.2 Inform shoes to be placed in neat rows out of obstruction	School Staff Teachers, TG & Students TG & Kitchen staff TG & Teachers TG & Teachers	Prior to visit During visit During visit & dining room During tour During tour
2. Museum	Knocks, grazes or head injury from stone wall. Recycled water in displays	4	2.1.1 Teachers to Caution students re: pushing 2.1.2 Manage student movement, prevent running, crowding and pushing 2.1.3 Teachers to cation students re touching water	Teachers, TG & Students	During museum visit
3. Tai Chi	Extreme weather conditions / weather exposure	5	3.1.1 School inform parents and students of weather risks 3.1.2 Appropriate clothing and protection to be worn / taken 3.1.3 Tai Chi moved indoors in extreme conditions 3.1.4 Length of tai chi shortened for infant's classes	School Staff teachers & students Temple Staff / TG	Prior to visit During Tai Chi
4. Guided Temple Tour	Contact with snakes particularly red belly black	4	4.1.1 Inform parents & students of risks 4.1.2 Manage student movement 4.1.3 Do not enter areas where signs warning of snakes	School staff Teachers & TG	Prior to visit During tour of gardens/exterior of Temple



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5. Guided Temple Tour & Dining	Allergic reactions to: 5.1 Contact with plants, pollen, or insects. 5.2 Incense fumes 5.3 Food	3	5.1, 5.2 & 5.3 - Inform parents & students of risks of allergic reactions 5.1, 5.2 & 5.3 - Bring appropriate medication eg Ventolin, epi-pens, anti-histamines 5.1.1 Wear closed shoes 5.1.2 Avoid direct contact with plants, pollen & insects 5.2.1 Caution at risk students when incense burning 5.2.2 Avoid close contact with burning incense 5.3.1 Inform contact person at Temple if School students or staff have any food allergies &/or special dietary requirements 5.3.2 Inform Kitchen staff if School has advised of any allergies &/or special dietary requirements 5.3.3 Do not use peanut oil / nuts in cooking	School staff Students & staff Students & staff TG At risk students & staff, eg asthma sufferers School staff Temple staff Kitchen staff	
6. Visiting Pond	Slip or fall into pond	4	6.1.1 Warn teachers & inform them they must have sufficient supervision if they are visiting pond	Teachers & TG	During visit



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8. Covid Safety			<p style="text-align: center;"><i>Continue</i></p> <ol style="list-style-type: none"> 3. Hand sanitisers to be provided in strategic locations of the temple for public use 4. All temple staff and residents must adhere to isolation requirements in relation to travel from overseas or known hotspots. 5. They will also be required to isolate if they or a close contact has been tested for COVID or are displaying any symptoms. 6. Vistors to Pilgrim Lodge will not be permitted to stay if they anwer yes to any of the COVID SAFE questions. 		
	Potential infection through: 8.1 Direct close contact with infected person 8.2 Respiratory Droplets 8.3 Fomites (contact with contaminated objects or surfaces)	2	External 8.1,8.2 & 8.3 School to refer to Department of Health website for latest updates and recommended infection control procedures <ol style="list-style-type: none"> 1. Communication with participating schools <ul style="list-style-type: none"> • Ascertain School has control strategies in place ie following NSW Health and Education guidelines in relation to Coronavirus • School groups encouraged to bring <ul style="list-style-type: none"> ○ own water bottles ○ own hand sanitisers 	School and Tour Department	Prior to and during visit



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8. Covid Safety			<p style="text-align: center;"><i>Continue</i></p> <ol style="list-style-type: none"> 2. Staying Covid Safe Together” document to be sent to schools booked for tours. It is a user friendly information sheet of Nan Tien Temple’s COVID-19 Safety Plan (NSW Government) which outlines: <ul style="list-style-type: none"> ○ wellbeing of staff and visitors ○ physical distancing/capacity restrictions ○ necessary hygiene practices ○ Covid record keeping 3. Tour guides <ul style="list-style-type: none"> ○ to go through basic covid safety plan with tour groups ○ to abide by NTTemple “Staying Covid Safe Together” guidelines 4. Schools from known hotspots will not be allowed to visit until given the all clear by NSW Health/Gov 	Teachers & TG	During visit
9. Lift Replacement Project September to December 2020	Trips, slips & falls:	3	<ol style="list-style-type: none"> 1. Inform schools intending to book a tour during Lift Replacement Project time frame. 2. A map of temple to be sent to school with staircases highlighted 3. Ascertain any mobility issues of students, teachers and carers- to determine the most appropriate and safest tour route possibility 		Prior to visit



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<p>Supervision: It is the Schools responsibility to provide sufficient supervision for the number and known behaviour of the group visiting. The Tour Guides duty is to conduct the tour and inform the group of Temple etiquette and what they need to observe. It is the teachers / school's responsibility to ensure these instructions are followed. Please remind students noise levels need to be kept to a minimum as this is a place for paying respect for some people and general visitors like to enjoy the peaceful environment.</p>					
<p>Access: Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>					
<p>Insurance: Does Nan Tien Temple have public liability insurance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>					
<p>Emergency Procedures: Does Nan Tien Temple have emergency procedures in place? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>					
<p>Covid-19 Safety Plan: Does Nan Tien Temple have a current safety plan in accordance with Work Health and Safety laws (NSW Government)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>					

We hope you enjoy your visit 😊