

**Task Assessed:** School/Educational group visits to RBGE

**Persons at risk:** Groups leaders, group members; RBGE Staff & visitors

**RESPONSIBILITY FOR THE GROUP’S WELFARE** on a visit to RBGE is with the activity organiser through their leaders.

**\*We expect groups to carry out their own risk assessments – please use the information below to assist you with this\***

NOTE: If first aid assistance is required during your visit, please phone one of the numbers below. If an ambulance is needed dial 999 first, then let RBGE staff know.

**Emergency numbers:**

RBGE Edinburgh **0131 552 7171** (Main reception) or **0131 248 2909** (Welcome desk, John Hope Gateway)

Logan [01776 860231](tel:01776860231)

Benmore [01369 706261](tel:01369706261)

Dawyck [01721 760254](tel:01721760254)

Reviewer	Date	Changes
Cath Ashby	04/05/22	Colour change & update
Cath Ashby	04/05/23	Revised after COVID

Reviewer	Date	Changes
Harry Soolia	05/02/24	Colour change and update

**RISK RATING** is a measure of (A) Potential severity & (B) Likelihood

**RE-ASSESS RISK RATING** as and when task changes or proposed actions have been applied.

RISK RATING - GUIDANCE ONLY			LIKELIHOOD				*PROBABLE - happens repeatedly / expected *POSSIBLE - potential exists / uncommon *IMPROBABLE - rarely occurs / unlikely *EXTREMELY REMOTE – approaches zero chance
			PROBABLE (3)	POSSIBLE (2)	IMPROBABLE (1)	EXTREMELY REMOTE (0)	
SEVERITY	FATAL/DISABILITY	(3)	HIGH	HIGH	MEDIUM	LOW	
	MAJOR INJURY	(2)	HIGH	MEDIUM	LOW	LOW	
	MINOR INJURY	(1)	MEDIUM	LOW	LOW	LOW	
	NEGILIGBLE	(0)	LOW	LOW	LOW	LOW	

Hazard	(A)	(B)	(A x B)	Controls & Monitoring Procedures	(A1)	(B2)	(A1 x B2)	Proposed action to further reduce risk
	potential Severity	Likelihood	Base Risk rating		Potential Severity after controls	Likelihood after controls	New Risk rating	
<b>General access hazards</b>								
<b>Risk of injury – slips, trips, areas of active work</b>	2	2	4	Garden inspected before opening to the public and any findings reported or repaired or roped off. Warn group to take care in areas when grass or paths are wet & choose suitable locations for active games. Always keep an eye on your groups. Never cross any form of barrier.	2	1	2	
<b>Events in the garden</b> <b>Risk of injury, eg tripping, on cables and lighting</b>	2	2	4	There may be extra vehicles and cabling and lighting laid in areas of the garden for events. Take care and avoid these areas in activities. Never cross any form of barrier.	2	1	2	
<b>Ponds/water features</b> <b>Risk of drowning</b>	3	2	6	Warn group to be careful and not to go beyond barriers. Supervise carefully. Life-saving equipment is permanently located next to all the water features.	3	1	3	
<b>Animal stings/bites</b>								
<b>Risk of sting leading to anaphylactic shock</b>	3	1	3	Group leaders are responsible for managing any known allergies in young people, for bringing appropriate medication, and ability to administer it.	3	1	3	

<b>Risk of sting or animal bite leading to minor injury or infection</b>	1	2	2	Warn group not to try to touch wild animals/birds. Guide children to be calm around stinging insects.	1	1	1	
<b>Injuries from plants</b>								
<b>Risk of injury by plant spines, twigs or similar</b>	1	2	2	Be aware that some plants have spines and take care when touching. Be careful with eyes nears twigs and spines at eye level.	1	1	1	
<b>Risk of poisoning/stomach after eating plant or fungi material</b>	3	2	6	Warn children not to eat any plants. Contact emergency number for first aid advice if you think a member of your group has ingested plant material in the garden.	3	1	3	
<b>Weather</b>								
<b>Sun Risk of heat stroke</b>	2	2	4	Find shade as much as possible on very hot days. Come prepared with suitable outdoor clothing, e.g., hats & bring bottles of water.	2	1	2	
<b>Sun Risk of sunburn or heat rash</b>	1	2	2	Children should carry sun lotion for personal use.	1	1	1	Practitioners will find shade on sunny days for activities
<b>Rain &amp; Cold Risk of hypothermia</b>	1	1	1	Come prepared with suitable footwear and outdoor gear.	1	1	1	
<b>High Wind Risk from falling tree debris or glass</b>	3	1	3	Tree health surveys carried out annually and proactive management of trees. The gardens may shut during inclement weather or high winds, sometimes closing	3	0	0	Avoid standing under leafy trees in windy weather as light debris may still fall.

				<p>at short notice. Your visit may be cancelled for safety reasons. If high winds are forecast phone for advice in advance of your visit:</p> <p>RBGE Edinburgh 0131 552 7171 – Main reception 0131 248 2909 – John Hope Gateway</p> <p>Logan <a href="tel:01776860231">01776 860231</a> Benmore <a href="tel:01369706261">01369 706261</a> Dawyck <a href="tel:01721760254">01721 760254</a></p> <p>Visitors on site will be alerted by staff of safe route and asked to leave the garden. Respect signs and barriers and follow suggested alternative routes in garden.</p>				
<b>Risk of being hit by lightning or injured by lightning strikes</b>	3	2	6	If electrical storms are forecast Garden staff will make decision on whether to shut the garden. Your visit may be cancelled or cut short if necessary.	3	1	3	If caught in a storm follow advice by <a href="#">Met Office</a> . Seek shelter. Avoid water and find a low-lying position away from trees, poles and metal objects.
<b>Food</b> <b>Risk of anaphylactic shock leading to death</b>	3	1	3	Group leaders are responsible for any known food allergies in young people, for bringing appropriate medication and ability to administer it.	3	1	3	
<b>Plants</b> <b>Risk of allergic reaction (dermatitis or similar)</b>	1	2	2	Plant diversity prevents any absolute guarantee of a person not encountering an	1	2	2	

				<p>unknown skin allergen. If a known skin allergy exists take care.</p> <p>Wash hands after touching anything in nature.</p> <p>Get advice from healthcare specialist if a rash appears after being in the garden.</p>				
<b>Machinery</b>								
<b>Risk of injury from tractors &amp; trailers and vehicles on the paths</b>	3	2	6	<p>Warn group that we operate moving vehicles on main paths in the garden. Some are quiet electric vehicles and you may not hear them approach. Take care when crossing and be vigilant when walking.</p> <p>Give clear boundaries when playing games on lawns and give directions not to run onto paths.</p> <p>Move on to grass to allow vehicles to pass when on roads in the garden.</p>	3	1	3	Drivers stick to speed limit & are vigilant around groups.
<b>Risk of injury from lawnmowers</b>	3	1	3	<p>Lawnmowers operate on lawn areas. Be vigilant and move away to another area if necessary. Do not chase mowers or other machinery.</p>	3	1	3	Operators are vigilant around groups. If you want to speak to a driver draw hand across your neck to give visual symbol to cut the engine.
<b>Other risks to children</b>								
<b>Risk of accidental injury by another child</b>	1	2	2	<p>Group leaders are responsible for the behaviour of the class. Please supervise at all times.</p>	1	1	1	

<p><b>Risk of children becoming lost</b></p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Group leaders are responsible for any children under their care. In the event of a child becoming separated from the group contact RBGE staff to assist. Contact numbers: RBGE Edinburgh 0131 552 7171 – Main reception 0131 248 2909 – John Hope Gateway Logan <a href="tel:01776860231">01776 860231</a> Benmore <a href="tel:01369706261">01369 706261</a> Dawyck <a href="tel:01721760254">01721 760254</a></p>	<p>3</p>	<p>1</p>	<p>3</p>	
<p><b>Risk from visitors</b></p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>If you suspect any suspicious activity by a visitor phone numbers above to report or call 999 direct for police in emergencies. Gather your group and make your way to a more public area with other people present.</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>Staff are vigilant</p>
<p><b>Teaching spaces</b></p>								
<p><b>Risk of injury from unsafe shelters</b></p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Staff carry out safety checks on all shelters. If guy ropes are present, they will have a visual hazard warning.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Staff carry out regular maintenance to shelters.</p>
<p><b>Risk of injury in indoor spaces</b></p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Ask group to take care and walk inside buildings. Staff will ensure groups are alerted to any risk in teaching spaces if they are taking part in a programme with the Learning Team.</p>	<p>1</p>	<p>1</p>	<p>1</p>	

Signed: Cath Ashby (RBGE Schools Manager)

Date: 07/02/24