

Risk Assessment for school visit/ Teacher CPD

RESPONSIBILITY FOR THE PUPIL'S WELFARE on a visit to RBGE is with the activity organiser i.e. The School through their teachers, RBGE staff will assist as appropriate
RBGE has a 'public safety policy'

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

Class size Max 33 minimum 3 Adults

Task Assessed: School Visit NB: Assessment covers all possible activities. NOT ALL WILL BE DONE

Task/s Description: Activity Tours of Gardens and Glasshouses

Persons At Risk:

- School pupils
- School staff
- Parent assistants
- RBGE staff

NOTES:

Activities that need additional, specialised equipment or chemicals will require a separate Risk assessment form

Hazard	(A)	(B)	(A x B)	Controls & Monitoring Procedures	(A1)	(B2)	(A1 x B2)	Proposed action to further reduce risk (reference; e.g. a/b/c)
	potential Severity	Likelihood	Base Risk rating		Potential Severity after controls	Likelihood after controls	New Risk rating	
General slip hazard (eg grass and paths)								
Risk of slipping – minor injuries possible, but break or head injury improbable, but could happen if not warned	2	2	4	All are warned to take care in these areas, and games which involve running around will be limited or take place in a more suitable location if this is likely to be a problem. Constant vigilance of garden areas and group by staff and teacher	1	1	1	
General risks - indoor spaces and emergencies	1	1	1	Any hazards and emergency exits and fire procedure are pointed out.	1	1	1	
Glasshouse paths Tropical glasshouse pathways are often wet and can become slippery.								
Risk of slipping – minor injuries possible, but break or head injury improbable, but could happen if not warned Meet a tree	2	2	4	All groups told to, stay on the paths, not to walk on beds or rocks. Never to cross any form of barrier. All pathways have slightly roughened surfaces to prevent slipping. Pupils told not to run in these areas. Teacher asked if blindfolds are ok If so... blindfolded pupils told to put both arms out in front of them to feel what is ahead Leader pupil told to put one arm round the blindfolded shoulder and one arm on arm of the person they are leading and to walk slowly and gently forward helping their friend to feel	1	1	1	

				the tree with their hands				
Ponds and water features								
<p>Risk of drowning – improbable, but potentially fatal</p> <p>When accompanied, risk of graze or cut when falling in</p>	3	1	3	<p>Children taking part in educational activities are not permitted into these areas without adult supervision.</p> <p>Warnings given</p> <p>Glass house ponds, pupils warned to stay 1 slab away from edge and 1 adult is responsible for max 8 pupils</p> <p>Life-saving equipment is permanently located next to all the water features.</p> <p>Pupils are warned about careful behaviour before entering glasshouses with ponds.</p>	1	1	1	
Animal stings, bites or scratches								
<p>Grey squirrels: these animals will often approach humans but they are still wild animals and will scratch or bite if startled.</p>								
<p>Risk of sting leading to anaphylactic shock</p>	3	1	3	<p>Schools are responsible for advising RBGE of any known allergies for their pupils, for bringing appropriate medication and ability to administer it.</p> <p>Pupils told to be calm around wasps and other stinging insects</p> <p>All warned when necessary.</p> <p>Clear boundaries given for activities.</p>	2	1	2	
<p>Risk of sting or bite leading to minor injury</p>	1	1	1	<p>Pupils and adults warned not to try to touch squirrels.</p> <p>Pupils are asked to stand still and be quiet when watching squirrels</p> <p>Pupils told to be calm around wasps and other stinging insects.</p> <p>Clear boundaries given for activities.</p>	1	1	1	
<p>Ticks and Lyme’s disease (regional gardens)</p>	2	1	2	<p>If working in a high exposure area (e.g. woodland areas or close to bracken), wear long sleeved shirts and tuck trousers into thick socks. Check for ticks at the end of the day. Write accident form if bitten. Avoid working with children in high exposure areas, eg long grass.</p>	1	1	1	

Weather: Sunshine							
Risk of heat stroke (in glasshouses potentially year-round)	2	1	2	The RBGE staff will try to work in shade as much as possible on very hot days. RBGE staff can advise carer to take pupil to cool down outside/ in shady area Schools advised to come prepared with suitable footwear and outdoor gear.	0	1	0
Risk of sunburn or heat rash	1	2	2	We advise schools prior to visit to ensure that teachers carry suntan lotion to apply to children. The RBGE staff will try to work in shade as much as possible on very hot days. Schools advised to come prepared with suitable footwear and outdoor gear.	0	1	0
Rain & Cold							
Risk of getting wet and cold	1	1	1	Schools advised to come prepared with suitable footwear and outdoor gear. Where possible on wet days we will work in glasshouses if appropriate.	1	1	1
Wind							
Risk of death or injury (potentially severe) from falling debris or glass	3	1	3	Schools alerted to our Wind Policy Tutors to be aware of all signs and alternative routes School to phone in beforehand if you suspect winds will be high Check with reception if you suspect winds will be high (0131 552 7171) Glasshouses and Garden will shut in dangerous wind conditions. Any school on the site will be safely accommodated and	0	0	0

				safe routes out of the garden used – guidance by RBGE staff.				
Food Allergies								
<p>Risk of anaphylactic shock leading to death</p> <p>Children are given the opportunity to try different foods</p>	3	1	3	<p>Schools are responsible for advising RBGE of any known allergies for their pupils, for bringing appropriate medication and ability to administer it.</p> <p>Care is taken by the education staff to identify children with food allergies.</p> <p>These pupils are not given any food.</p> <p>No nuts are ever used.</p>	2	1	2	
Plant allergy								
<p>Risk of allergic reaction (dermatitis or similar)</p>	2	1	2	<p>Pupils are given advice about touching plants by RBGE Staff.</p> <p>Plant diversity prevents any absolute guarantee of a person not coming in contact with an unknown allergen</p>	2	1	2	
<p>Risk of injury by plant spines, twigs or similar</p>	1	2	2	<p>Pupils are given advice about not touching cacti or other plants that pose a risk by RBGE Staff.</p>	1	1	1	
Injury by activity equipment								
GENERAL								
<p>Risk of injury by tools – scissors, gardening tools</p>	1	2	2	<p>Child friendly kit has been chosen.</p> <p>Children are shown how to use equipment safely.</p> <p>Equipment checked for safety by RBGE Staff.</p> <p>**for gardening classes, please see separate Gardening with Children risk assessment.**</p>				
Injury by activity equipment:								
ART CLASSES								
<p>Risk of injury by hot wax in Batik</p> <p>Burn from wax tub</p>	2	1	2	<p>Children closely supervised at all times</p> <p>Four children to one adult.</p>	2	1	2	

Scald from hot wax				Children shown and warned before activity what will happen, and reminded throughout the activity Told to keep hands away from hot wax tub and wax Wax tubs are monitored			
Risk of injury from soap used in felting classes – increases slip hazard, may sting eyes Risk of banging hand/ arm on table	1	1	1	Sensitive, hypoallergenic, mild soap used in very small quantities in water First aid kits with eyewash Children warned to be careful with soap. Spills cleaned up straight away Children warned to be careful and concentrate on task	1	1	1
Compost handling				See Risk Assessment for handling compost			
Risk of illness				**Please see separate compost handling risk assessment.**			
Injury caused by pupils to others in the class							
Risk of various minor injuries by a child hitting or pushing another	2	1	2	School Class teacher is responsible for the discipline of the class. Calm controlled behaviour is expected at all times.	1	1	1
NOTE ON Lost Children							
Risk not definable, but do note . . . Child Protection Policy	-	-	-	School Teachers and assistants are responsible for the children under their care. In the event of a child becoming separated from the group contact RBGE staff to assist in finding the child following the guidelines set out in our Public Safety Policy. We have a child protection policy in place	-	-	-

• Signed:.....Susie Kelpie.....Officer in Charge

Date: 09/07/19

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