

Task Assessed: Self-guided group visits to RBGE during the COVID 19 pandemic.

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

Task/s Description:

The current pandemic is caused by a coronavirus known as COVID-19. Symptoms can be mild, moderate, severe, or fatal. This Risk Assessment is to reduce the risk of staff and school visitors becoming infected whilst on-site during the outbreak.

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

Reviewer	Date	Changes
Cath Ashby	11/11/20	Colour change & update
Cath Ashby	21/04/21	Revised
Cath Ashby	23/06/21	Revised

Reviewer	Date	Changes

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/DISABLING	(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

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	
COVID-19								
Spread of Covid-19 Coronavirus	3	3	9	<p>Helping to protect you during your visit: Visitor capacity will be monitored to facilitate physical distancing. There are hand sanitiser units at entrances and other points within the Garden. There are protection screens at receptions. Contactless payments only. There is helpful, directional signage to follow. Toilets, including additional temporary facilities, are open but please observe maximum limits. Regular cleaning of public facilities.</p> <p>Helping to protect each other: Hygiene Wash hands or use sanitiser regularly.</p> <p>Wearing of face coverings Follow current guidance for face coverings in schools/nurseries while at the garden.</p>	3	1	3	Remind children to practice good hygiene.

				<p>Social distancing All staff and visitors must comply with the social distancing guidelines as recommended by the public health agency. Please consider our other visitors and avoid gathering on paths and blocking access. When queuing at the gates use markings and avoid close contact with other visitors. Children and adults abide by current procedures.</p> <p>First aid provision Bring a first aid kit with you and please treat minor injuries yourself where possible. RBGE has COVID-19 first aid procedures and staff will assist when necessary.</p> <p>If first aid assistance is required, please phone one of the numbers below. If an ambulance is needed dial 999 first, then let RBGE staff know.</p> <p>Emergency numbers: 0131 552 7171 – Main reception 0131 248 2909 – John Hope Gateway</p>				
General access hazards								
Risk of injury – slips, trips, areas of active work	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.	1	1	1	

				Never cross any form of barrier.				
Seasonal events in the garden Risk of injury, eg tripping, on cables and lighting	2	2	4	There may be extra vehicles and cabling and lighting laid in areas of the garden for seasonal events. Take care and avoid these areas in activities.	1	1	1	
Ponds/water features Risk of drowning	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.	1	1	1	
Animal stings/bites								
Risk of sting leading to anaphylactic shock	3	1	3	Group leaders are responsible for managing any known allergies in young people, for bringing appropriate medication and ability to administer it.	2	1	2	
Risk of sting or animal bite leading to minor injury or infection	1	2	2	Warn group not to try to touch squirrels. Guide children to be calm around stinging insects.	1	1	1	
Injuries from plants								
Risk of injury by plant spines, twigs or similar	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	
Risk of poisoning/stomach after eating plant or fungi material	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	
Weather								

<p>Sun Risk of heat stroke</p>	2	1	2	<p>Find shade as much as possible on very hot days. Come prepared with suitable outdoor clothing, e.g., hats & bring bottles of water.</p>	0	1	0	
<p>Sun Risk of sunburn or heat rash</p>	1	2	2	<p>Children should carry sun lotion for personal use.</p>	0	1	0	
<p>Rain & Cold Risk of hypothermia</p>	1	1	1	<p>Come prepared with suitable footwear and outdoor gear.</p>	0	1	0	
<p>Wind Risk from falling tree debris or glass</p>	3	1	3	<p>RBGE shuts during high winds, sometimes closing at short notice. If high winds are forecast phone for advice in advance of your visit:</p> <ul style="list-style-type: none"> • 0131 248 2909 – John Hope Gateway • 0131 552 7171 – Main reception <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>	0	0	0	
<p>Allergies</p>								
<p>Food Risk of anaphylactic shock leading to death</p>	3	1	3	<p>Group leaders are responsible for any known food allergies in young people, for bringing appropriate medication and ability to administer it.</p>	3	0	0	

Plants Risk of allergic reaction (dermatitis or similar)	1	2	2	Plant diversity prevents any absolute guarantee of a person not encountering an unknown skin allergen. If a known skin allergy exists take care. Wash hands after touching anything in nature. Get advice from healthcare specialist if a rash appears after being in the garden.	1	2	2	
Machinery								
Risk of injury from tractors & trailers and vehicles on the paths	3	2	6	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. Give clear boundaries when playing on lawns and directions not to run onto paths. Move on to grass to allow vehicles to pass.	3	1	3	Drivers stick to speed limit & are vigilant around groups.
Risk of injury from lawnmowers	3	1	3	Lawnmowers operate on lawn areas. Be vigilant and move away to another area if necessary. Do not chase mowers or other machinery.	3	0	0	Operators are vigilant around groups.
Other risks to children								
Risk of accidental Injury by another child	1	1	1	Group leaders are responsible for the behaviour of the class.	1	1	1	
Risk of children becoming lost	2	2	4	Group leaders are responsible for any children under their care.	2	1	2	



				In the event of a child becoming separated from the group contact RBGE staff to assist in finding the child. In the first instance phone reception 0131 552 7171 or 0131 248 2909. RBGE has a safeguarding policy in place.				
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Signed: Cath Ashby (RBGE Education Officer)

Date: 23/06/21