

Task Assessed: School group visits to RBGE

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:

General risk assessment for school visits to Gardens.

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 |
|------------|----------|---------|
| Cath Ashby | 04/05/22 | 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 (3) | POSSIBLE (2) | IMPROBABLE (1) | EXTREMELY REMOTE (0) | |
| SEVERITY | FATAL/DISABILITY | (3) | HIGH | HIGH | MEDIUM | LOW | *PROBABLE - happens repeatedly / expected *POSSIBLE - potential exists / uncommon *IMPROBABLE - rarely occurs / unlikely *EXTREMELY REMOTE – approaches zero chance |
| | 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 | |
| COVID-19 | | | | | | | | |
| Spread of Covid-19 Coronavirus | 1 | 3 | 3 | <p>All legal requirements in Scotland have been lifted.</p> <p>However, we are following good practice in reducing, cleaning and rotating shared kit.</p> <p>We continue to suggest regular hand washing or sanitiser use.</p> <p>Wearing of face coverings - follow current guidance.</p> <p>Adults/staff/children may continue to wear face coverings inside if they choose.</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> | 1 | 2 | 2 | Remind children to practice good hygiene. |
| General access hazards | | | | | | | | |

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| 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. Never cross any form of barrier. | 1 | 1 | 1 | |
| 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 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 wild animals/birds. 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 | |

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| 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 | | | | | | | | |
| Sun Risk of heat stroke | 2 | 1 | 2 | Find shade as much as possible on very hot days. Come prepared with suitable outdoor clothing, e.g., hats & bring bottles of water. | 0 | 1 | 0 | |
| Sun Risk of sunburn or heat rash | 1 | 2 | 2 | Children should carry sun lotion for personal use. | 0 | 1 | 0 | |
| Rain & Cold Risk of hypothermia | 1 | 1 | 1 | Come prepared with suitable footwear and outdoor gear. | 0 | 1 | 0 | |
| Wind Risk from falling tree debris or glass | 3 | 1 | 3 | The gardens may shut during inclement weather or high winds, sometimes closing at short notice. If high winds are forecast phone for advice in advance of your visit: Edinburgh <ul style="list-style-type: none"> • 0131 248 2909 – John Hope Gateway • 0131 552 7171 – Main reception Logan <ul style="list-style-type: none"> • 01776 860231 Benmore <ul style="list-style-type: none"> • 01369 706261 | 0 | 0 | 0 | |

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| | | | | <p>Dawyck</p> <ul style="list-style-type: none"> 01721 760254 <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> | | | | |
| Allergies | | | | | | | | |
| <p>Food</p> <p>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 | |
| <p>Plants</p> <p>Risk of allergic reaction (dermatitis or similar)</p> | 1 | 2 | 2 | <p>Plant diversity prevents any absolute guarantee of a person not encountering an 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> | 1 | 2 | 2 | |
| Machinery | | | | | | | | |
| <p>Risk of injury from tractors & trailers and vehicles on the paths</p> | 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> | 3 | 1 | 3 | <p>Drivers stick to speed limit & are vigilant around groups.</p> |

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| | | | | Give clear boundaries when playing games on lawns and directions not to run onto paths. Move on to grass to allow vehicles to pass. | | | | |
| 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. If you want to speak to a driver draw hand across your neck to give visual symbol to cut the engine. |
| 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. In the event of a child becoming separated from the group contact RBGE staff to assist in finding the child. Contact numbers: Edinburgh <ul style="list-style-type: none"> • 0131 248 2909 – John Hope Gateway • 0131 552 7171 – Main reception Logan <ul style="list-style-type: none"> • 01776 860231 Benmore <ul style="list-style-type: none"> • 01369 706261 Dawyck <ul style="list-style-type: none"> • 01721 760254 | 2 | 1 | 2 | |

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| | | | | RBGE has a safeguarding policy in place. | | | | |
| Teaching spaces | | | | | | | | |
| Risk of injury from unsafe shelters | 1 | 2 | 2 | Staff carry out safety checks on all shelters. If guy ropes are present they will have visual hazard warning. | 1 | 1 | 1 | |
| Risk of injury in indoor spaces | 1 | 2 | 2 | RBGE staff will ensure groups are alerted to any risk inside buildings, eg spiral staircase, pillars in room, steps, low ceilings. | 1 | 1 | 1 | |

Signed: Cath Ashby (RBGE Schools Manager)

Date: 04/05/22