

Royal Botanic Garden Edinburgh

RISK ASSESSMENT NO.

This Form should be completed by those involved in the task and signed off by their manager

Task Assessed: Sunflowers stay and play sessions, Our Wee Garden, Behind East Gate lodge

Task/s Description: stay and play sessions

Reviewer	Date	Changes
C Walsh	21.01.25	Sunflowers stay and play

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				<p>*PROBABLE - happens repeatedly / expected</p> <p>*POSSIBLE - potential exists / uncommon</p> <p>*IMPROBABLE - rarely occurs / unlikely</p> <p>*EXTREMELY REMOTE – approaches zero chance</p>
			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	

First aid assistance – Use radio or phone one of the numbers below. If an ambulance is needed dial 999 first, then let RBGE VWT know.

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

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	
Concrete slabs - falling, tripping	1	1	2	Grass and compost around slabs to level off	1	1	1	Monitor use
Pallets- splinters, bumping into	2	2	2	Used to section off areas	1	1	1	Monitor
Sectioned off areas – rope and pallet fencing	1	1	2	Parents /carers /child informed of boundaries and reminded if child goes beyond boundaries.	1	0	1	Monitor use
Mud/puddles - slipping	2	2	2	Drainage monitored, bark used to create path and slabs	1	1	1	Monitor use.
Entrance/exit to space – gate	2	2	4	Children not to open/close gate. Member of staff at gate or around gate at start and finish of session. In the event of a child becoming separated from the group contact RBGE staff to assist. Use radio or phone numbers: RBGE Edinburgh 0131 552 7171 – Main reception 0131 248 2909 – John Hope Gateway	1	1	1	Radio provided for quick communication with wider team
Safeguarding risk - Members of the public entering	2	2	2	Gate is used and sign explains this is a private booked group. RBGE Group leader is vigilant.	1	1	1	
Buggies and pram wheels – children injure themselves	1	2	2	A designated area outside of OWG.	1	1	1	Monitor area
Poisonous plants	2	2	2	Plants identified and removed	1	1	1	RBGE team monitor
Tent – guy ropes, mould mildew on canvas	3	3	3	Tent taken down and cleaned, guy ropes highlighted with colourful ribbon, to prevent trip hazard. Area around tent sectioned off.	3	2	2	Monitor mould and mildew.
Faulty equipment – injury to children	2	2	2	All equipment checked for condition and assessed for risk. Age-appropriate kit is provided. Elements of risky play include exploring everyday materials.	1	1	0	monitor
Risks for learning staff, students & volunteers								

Royal Botanic Garden Edinburgh

RISK ASSESSMENT NO.

Manual handling - leaders at risk of injury while setting up	2	2	2	Staff member gets help to lift heavier items and uses appropriate trollies.	1	1	1	Manual handling and guidance to be given to staff.
Lone working – injury, sudden illness, intruder	2	2	2	Team doesn't work out of hours. If they do, other measures should be put in place with their manager in a lone working risk assessment. Refer to Lone Working policy.	1	0	0	Radio used in case of emergency. Carry a mobile.
Human waste – empty toilet	2	2	1	Toilet waste disposed of after families have left, PPE worn, (disposable apron and gloves), bag of waste double bagged and disposed of in yellow bin in East gate lodge nappy changing area. Toilet often in use.	1	1	1	monitor
Water for hand washing	2	2	1	Water collected from east gate lodge bathroom, waste water disposed of after each session. Cleaning spray used to wipe down hand washing area. No stagnant water on site.	1	1	1	monitor
Equipment cleaned and maintained	2	2	1	Equipment cleaned and maintained after use & broken items disposed of.	1	1	1	Regular monitoring
Risk of injury – slips, trips, areas of active work	2	2	2	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	
Events in the garden	2	2	2	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	
Ponds/water features Risk of drowning	2	2	2	do not to go beyond existing barriers. Supervise at all times.	0	0	0	Emergency flotation devices found at all ponds
Animal stings/bites								
Risk of sting leading to anaphylactic shock	2	2	2	Group leaders are responsible for managing any known allergies in young people, for bringing appropriate medication and ability to administer it.	1	1	1	

Royal Botanic Garden Edinburgh

RISK ASSESSMENT NO.

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, splinters, twigs or similar	1	2	2	Be aware that some plants have spines and take care when touching. Be aware that wood may cause splinters and take care when touching. Be cautious with eyes nears twigs and spines at eye level.	1	1	1	Practitioner to select pieces of wood to handle which are unlikely to cause splinters.
Risk of poisoning/stomach after eating plant or fungi material	2	2	2	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.	1	1	1	
Weather								
Sun Risk of heat stroke	1	1	1	Find shade as much as possible on very hot days, parents/carers responsible for lotion application and long sleeves and hats to cover child up.	1	1	1	
Sun Risk of sunburn or heat rash .	1	1	1	Adult responsible for sun lotion application.	1	1	1	
Rain & Cold Risk of hypothermia	1	1	1	Come prepared with suitable footwear and outdoor gear.	1	1	1	
Wind Risk from falling tree debris or glass	2	2	2	The gardens may shut during inclement weather or high winds, sometimes closing at short notice. Your visit may be cancelled for safety reasons. 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.	1	1	1	

Royal Botanic Garden Edinburgh

RISK ASSESSMENT NO.

Risk of being injured by lightning strikes	2	2	2	If electrical storms are forecast Garden staff will make decision on whether to shut the garden. Your visit may be cancelled in advance or cut short if necessary.	1	1	1	If caught in a storm follow advice by Met Office . Seek shelter. Avoid water and find a low-lying position away from trees, poles and metal objects.
Allergies	2	2	2	parent/carer responsible for child and informing staff of any known allergies.	1	1	1	
Food Risk of anaphylactic shock leading to death	2	2	2	Parents/guardians are responsible for any known food allergies in young people, for bringing appropriate medication and ability to administer it.	1	1	1	
Plants Risk of allergic reaction (dermatitis or similar)	2	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	1	1	
Other risks to children								
Risk of accidental Injury by another child	2	2	2	Parents/guardians are responsible for the behaviour of their child.	1	1	1	
Risk of children becoming lost (safeguarding issue)	2	2	2	Parents/guardians 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.	1	1	1	
Risk from visitors	2	2	2	If you suspect any suspicious activity by a visitor phone number above to report or call 999 direct for police in emergencies. Contact VW team on radio.	1	1	1	Staff are vigilant

Royal Botanic Garden Edinburgh

RISK ASSESSMENT NO.

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, eg ribbon/tape. .	1	1	1	
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Royal Botanic Garden Edinburgh

RISK ASSESSMENT NO.

Proposed action reference	Action	Action description	Action date	By whom	Completed date

Royal Botanic Garden Edinburgh

RISK ASSESSMENT NO.

EMERGENCY ACTION PLAN

- In the event of an accident resulting in a casualty, whoever is present should alert other members of staff on radio channel 1, request the assistance of a full first aider if there is not one at the scene and request additional first aid equipment if required.
- All unnecessary communications via radio should stop in order that the channel is kept open.
- After identifying the need for an ambulance, the first aider should designate a helper to make contact with the emergency services via the nearest means of communication and have them report back to the first aider to confirm that contact has been made.
- An additional designated person must be sent to meet the ambulance at the garden entrance and guide them to the location of the casualty(s).
- If the casualty's condition worsens or the situation changes then the designated helper should contact the emergency services to relay the updated information.
- The Garden Curator, Supervisor and staff at the admissions desk (when the garden is open) should be informed in order to assist in coordination of the emergency procedures.
- Please sign and date to confirm that you have read and will abide by the recommended actions in the Risk Assessment:

Name (Please Print)	Name (Please Sign)	Date
C Walsh	CWalsh	21/01/25

▪ Signed: Cath Ashby.....Officer in Charge

Date: 17/01/25