

RBGE General Risk Assessment for Schools

DEPARTMENT: Education

TASK ASSESSED: School group visits

NB: Assessment covers all possible activities. NOT ALL ACTIVITIES WILL BE DONE.

TASK DESCRIPTION: Activity tour of gardens and glasshouses

PERSONS AT RISK: School pupils, School teachers, RBGE staff, parent assistants

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'

In case of accident	In the absence of First aid provision by the School, RBGE has First aid facilities are available. Key members of RBGE Staff are also first aiders and can assist if required. Emergency services can be reached by Phone/Radio carried by RBGE Staff.
Incidents and near misses	Incidents and near misses are documented on RBGE Accident Report Forms
In case of fire	RBGE has a Fire evacuation procedure in place across the organisation. Key RBGE Staff are fire marshals.
In case of High Winds	RBGE has a "high winds" policy.
RBGE Public Safety Policy 2015	RBGE has stand-alone policy document which covers our day to day operations and interaction with all visitors
Disclosure	All RBGE staff involved in activities are registered with the PVG scheme



RBGE General Risk Assessment for Schools

HAZARDS	EXISTING CONTROLS	RISK EVALUATION				Further controls
		Likelihood Severity Rating				
		Risk Evaluation				
		Likelihood	Severity	Risk Rating	Risk Acceptable	
		<u>L</u> ikely <u>P</u> ossibly <u>U</u> nlikely <u>V</u> ery unlikely	<u>C</u> atastrophic <u>M</u> ajor <u>S</u> ignificant <u>M</u> inor <u>N</u> egligible	A B C D E	Yes /No	
General slip hazard (eg grass and paths) 						



RBGE General Risk Assessment for Schools

Ponds and water features	Children taking part in educational activities are not permitted into these areas without adult supervision. Life-saving equipment is permanently located next to all the water features. Pupils are warned about careful behaviour before entering glasshouses with ponds.	U	Major	C	Yes	
Animal stings, bites or scratches Grey squirrels: these animals will often approach humans but they are still wild animals and will scratch or bite if startled.	Schools are responsible for advising RBGE of any known allergies for their pupils and appropriate medication. Pupils warned not to try to touch squirrels. Pupils are asked to stand still and be quiet when watching squirrels.	V	Minor	E	Yes	
Vehicles Tractors, Contractor vehicles, lawnmowers or golf buggies will be working in the outside garden areas.	All warned when necessary. Clear boundaries given for activities.	U	Major	C	Yes	RBGE Driving Policy
Weather: Sunshine In summer sunburn may be a potential issue	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.	P	Minor	D	Yes	
Rain & Cold	Where possible on wet days we will work in glasshouses if appropriate.	P	Negligible	E	Yes	



RBGE General Risk Assessment for Schools

Wind	Glasshouses and Garden will shut in dangerous wind conditions.	P	Negligible	E	Yes	
Food Allergies Children are given the opportunity to try different foods.	Schools are responsible for advising RBGE of any known allergies for their pupils and appropriate medication. Care is taken by the education staff to identify children with food allergies. These pupils are not given food. No nuts are ever used.	P	Major	B	Yes	
Plant allergy	Pupils are given advice about touching plants by RBGE Staff.	P	Minor	D	Yes	
Injury by activity equipment	Child friendly kit has been chosen. Children are shown how to use equipment safely. Equipment checked for safety by RBGE Staff.	U	Minor	E	Yes	Adult supervision whilst using equipment
Injury caused by pupils to others in the class	School Class teacher is responsible for the discipline of the class. Calm controlled behaviour is expected at all times.	p	Minor	D	Yes	Adult supervision at all times
Lost Child	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.	U	Significant	D	Yes	Adult supervision at all times



RBGE General Risk Assessment for Schools

NOTE:

Under current health and safety regulations an annual assessment must be made of all areas within the Garden to identify potential risks. Steps must then be taken to minimise or eliminate any risks identified. The Royal Botanic Garden Edinburgh is committed to providing a safe environment for all our staff and visitors.

Signed: Susie Kelpie (Risk Assessor) Date: May 2015



Royal
Botanic Garden
Edinburgh

RBGE General Risk Assessment for Schools

Risk Evaluation

Severity	Likelihood			
	Likely	Possible	Unlikely	Very unlikely
<u>C</u> atastrophic	A	A	B	E
<u>M</u> ajor	A	B	C	E
<u>S</u> ignificant	B	C	D	E
<u>M</u> inor	C	D	E	E
<u>N</u> egligible	E	E	E	E

Catastrophic	Multiple deaths / life threatening injuries
Major	A single death / life threatening injury or injuries to a number of people who require hospitalisation
Significant	A single injury which requires hospitalisation or injuries to a number of people who require first aid treatment
Minor	A single injury which requires some first aid treatment. Visitors feel anxious and are concerned about their safety
Negligible	No real harm: no more than inconvenience, discomfort, frustration.

Likely	It could be reasonably expected to happen in the foreseeable future
Possible	There are reasons to suggest that it could happen
Unlikely	Could occur under certain circumstances
Very unlikely	There are no reasons to suggest that it will happen

A	Intolerable risk. Immediate action must be taken to eliminate the hazard or to eliminate its source, regardless of cost
B	Should not be tolerated unless risk reduction is impracticable or if its cost is grossly disproportional to the improvement gained
C	Should not be tolerated unless the cost of risk reduction exceeds the improvements gained
D	Broadly acceptable risk. But risk reduction should still be made if an inexpensive measure can be found.
E	Trivial Risk. No further action required.

