

# General Risk Assessment

For advice on completion of the Risk Assessment form see Section C.1 of the Health and Safety Manual on the Intranet

(a) Title of Risk Assessment:	<i>Guidance for making a risk assessment for school visits to RHS Garden Hyde Hall</i>	(b) Location:	<i>RHS Garden Hyde Hall</i>			
		(c) Written by:			(e) Date:	
		(d) Signature:			(f) Review Date:	
(g) Safety Code/s and other documents relevant to this risk assessment:	(h) List all staff involved in activity:	(i) Other Groups at risk: <i>(Put a cross in Yes or No)</i>				
•		Volunteers:	Yes:	:	No:	:
•		The public:		:		:
		Visitors:		:		:
		Contractors:		:		:
		School Groups:		:		:
		Students:		:		:
(j) Sign to confirm all staff listed above have read the relevant Safety Code/s:						

(k) Hazards:	(l) Precautions: <i>(Do not undertake activity until all precautions are in place.)</i>	(m) Risk Rating			(n) Precaution in place? <i>(Yes or No)</i>
		L	M	H	
	<b><i>Teachers should visit RHS Garden Hyde Hall before their visit to write their own Risk Assessments or to adapt this one.</i></b>				
<b>General Hazards</b>	<ul style="list-style-type: none"> <li><b>Self guided</b> school groups to get a short briefing prior to entering the garden by school staff or Hyde Hall staff (if available)</li> <li><b>Guided groups</b> will have a briefing during the introduction to their workshop.</li> </ul>				
<b>Alighting from coaches</b> Slipping, tripping, falling, injury from other vehicles	<ul style="list-style-type: none"> <li>School staff should adhere to notices and instructions provided by the RHS Garden to use designated coach alighting points in the car park.</li> <li>Coaches should park in designated coach bays</li> </ul>		x		
<b>Site traffic</b>	<ul style="list-style-type: none"> <li>Tractors and other vehicles are in use around the Garden including the paths.</li> <li>School staff and children must be aware of this and use the correct procedure when walking around the Garden, in particular when crossing</li> </ul>		x		

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	paths and emerging from paths with tall hedges onto roadways.				
<b>Running children</b> Slipping, tripping, falling	<ul style="list-style-type: none"> <li>Children must be adequately supervised by accompanying adults and instructed to walk around the Garden.</li> </ul>	x			
<b>Road and path edgings</b> <b>Steps and uneven non-grass surfaces.</b> Slipping, tripping, falling	<ul style="list-style-type: none"> <li>School staff and children should take care at road and path edges, steps and other uneven surfaces to avoid tripping and falling.</li> </ul>	x			
<b>Wet grass</b> Slipping, falling, sprains	<ul style="list-style-type: none"> <li>School staff and children should be aware of the possibility of wet grass and take adequate precautions against slipping and falling.</li> </ul>	x			
<b>Uneven grass surfaces</b> Slipping, falling, sprains	<ul style="list-style-type: none"> <li>School staff and children should take care when walking on the grass and wear sensible and appropriate footwear.</li> </ul>	x			
<b>Climbing of objects</b> Slipping, tripping, falling	<ul style="list-style-type: none"> <li>Children must be adequately supervised and instructed not to climb trees, walls and other objects in the Garden.</li> </ul>		x		
<b>Machinery and tools</b> Abrasion, injury	<ul style="list-style-type: none"> <li>All machinery and tools in use are guarded and maintained to comply with current regulations.</li> <li>School staff should ensure that they and children in their care do not touch any machinery or tools, comply with any safety notices and observe the restriction of any barriers that may be in place.</li> <li>Groups of children should avoid standing too close to staff using powered machinery due to the noise levels being produced.</li> </ul>		x		
<b>Straying into prohibited areas</b> Unidentified hazards	<ul style="list-style-type: none"> <li>Children should be supervised at all times and stay within designated areas.</li> </ul>	x			
<b>Fire</b> Inhalation, skin burns, panic, loss of control	<ul style="list-style-type: none"> <li>Visiting school groups will be told of the fire procedures as part of their induction briefing.</li> <li>Fire Risk Assessments have been carried out for all the buildings in use and adequate controls are in place.</li> <li>In case of fire, School staff should ensure that</li> </ul>			x	

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	<p>they and children in their care leave the building by the nearest exit and go to the Fire Assembly Point advised by RHS staff.</p> <ul style="list-style-type: none"> <li>School staff should ensure that a roll call is taken of their charges.</li> </ul>				
<b>Lost children</b> Panic, loss of control	<ul style="list-style-type: none"> <li>A procedure for lost children should be established by the school.</li> <li>Any case of a lost child must be notified to a member of RHS staff immediately to enable the sites lost child procedures to be implemented.</li> </ul>	x			
<b>Chemicals used in the Garden.</b> Inhalation, skin contact, eye contact	<ul style="list-style-type: none"> <li>All substances and chemicals in use in the Garden are safe and free from risk as they are used in a proper manner.</li> <li>Visitors will not be exposed to risks from substances used in the Garden if notices and safety procedures are followed.</li> </ul>		x		
<b>Plants</b> Ingestion, allergic reactions (including hay fever)	<ul style="list-style-type: none"> <li>Some of the plants may be irritating to skin, or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals. Children and School staff must not eat any part of the plants and must wash their hands before eating food.</li> <li>Please do not allow the children to pick the plants or put their fingers in their mouths. Accompanying staff must be aware of any children known to be allergic to specific plants or to get hay fever and carry the necessary medication for these allergies.</li> <li>Schools to be asked to check if any children have known allergies prior to the visit</li> </ul>	x			
<b>Plant supports</b> Damage to the eye, bruising.	<ul style="list-style-type: none"> <li>Many of the plants in the Garden are supported by canes or other structures. Please take care not to lean over plants.</li> </ul>	x			
<b>Bees, wasps and insects</b> Stings	<ul style="list-style-type: none"> <li>These are natural inhabitants of the Garden. Bees and wasps pose no risk unless provoked.</li> </ul>	x			

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	<ul style="list-style-type: none"> <li>• If children are stung seek first-aid from the adult in charge of the group.</li> <li>• School staff must be aware of those in their group that are allergic to specific insects and how to deal with such emergencies.</li> </ul>				
<b>Infection</b>	<ul style="list-style-type: none"> <li>• School staff should be aware that there is always a risk from infection in any environment and horticultural establishments are no exception.</li> <li>• School staff should ensure that they and children in their care wash their hands after touching plants and or soil and before handling food and drink.</li> <li>• It is advisable to ensure that any existing cuts and abrasions are adequately covered with a plaster or dressing.</li> </ul>	x			
<b>Soil</b> Tetanus	<ul style="list-style-type: none"> <li>• Soil contains millions of micro-organisms, both beneficial and harmful.</li> <li>• It is advisable that pupils have an up-to-date tetanus inoculation before their visit to the garden, particularly if activities with soil are to be carried out.</li> <li>• All visitors must wash their hands before eating food.</li> <li>• It is particularly important that any cuts are covered with a plaster to avoid any risk from Tetanus.</li> </ul>	x			
<b>Water sprinklers</b> Slipping, falling, infection (leptospirosis & legionella).	<ul style="list-style-type: none"> <li>• Sprinklers are used to water the grass and plants making the area around wet (see wet grass above).</li> <li>• River water is used in the sprinklers that may carry harmful micro-organisms. School staff should instruct children not to go near the</li> </ul>	x			

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	sprinklers and staff and children must wash their hands before eating food.				
<b>Water (streams, etc)</b> Drowning, infection (leptospirosis)	<ul style="list-style-type: none"> <li>The RHS Gardens contain many ponds, lakes, streams and other ornamental water 'features'.</li> <li>School staff must be aware of the potential of drowning and instruct children not to go near these areas.</li> <li>Water may contain harmful micro-organisms (see above).</li> </ul>		x		
<b>Weather</b> Sunburn, hypothermia, dehydration	<ul style="list-style-type: none"> <li>School staff and children visiting the garden should wear appropriate clothing for the weather conditions.</li> <li>Suntan lotion should be applied when necessary.</li> <li>Adequate fluids should be drunk when it is hot.</li> </ul>		x		

**KEY:** **L** = Low Risk (Risk of minor injury or minor ill health issue); **M** = Medium Risk (Risk of injury or ill health causing 4 days or more off work); **H** = High Risk (Risk of death or major injury/ill health)

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