

General Risk Assessment

Reference: RHS Form D1 (Revised) Issue No: 0 Dated: June 2008

(a) Title of Risk Assessment:	<i>Guidance for making a RA for School visits to the Glasshouse</i>	(b) Location:	<i>RHS Garden Wisley</i>					
		(c) Written by:	<i>Judy Moss</i>	(e) Date:	<i>02.09.09</i>			
		(d) Signature:		(f) Review Date:	<i>02.09.10</i>			
(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>				
<ul style="list-style-type: none"> <i>001 School Visits</i> <i>005 Exploring the outdoors</i> 				Volunteers:	Yes:	:	No:	:
				The public:		:		: X
				Visitors:		:		: X
				Contractors:		:		: X
				School Groups:		: X		:
				Students:		:		: X
(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	
	Teachers to visit the Glasshouse before making a school visit to write own Risk Assessment or to adapt this one.				
General hazards	<ul style="list-style-type: none"> Self guided school groups to get a short briefing prior to entering the garden by school staff or Wisley staff (if available) Guided groups will have a briefing during the introduction to their workshop. 				
Trips and falls in Glasshouse and Root Zone	<ul style="list-style-type: none"> Inform that there are steps to climb and to walk on one side without pushing. Inform children/ adults that they must walk around the Glasshouse on the paths. Inform children/adults that they may not climb on rocks or barriers. Explain that barriers are there to prevent danger and that no one is to go behind them. Children asked not to swing on the higher periscope (in Root Zone) in order to view it. Adults to be aware of children who are uncomfortable about 	X			

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	<ul style="list-style-type: none"> being in an enclosed underground place. Warn adults/children that the periscopes may be head height for some and to be careful not to bumping into them. 				
Risk of drowning Infections from water	<ul style="list-style-type: none"> Children to be supervised by accompanying adults at all times. Children and adults to walk on the paths and not to climb on rocks or behind barriers. Avoid touching water and provide handwashing facilities. Any cuts to childrens' hands to be covered by a plaster 	X			
Problems with heat in the tropical zone.	<ul style="list-style-type: none"> Inform children/ adults that the Tropical Zone is hot and humid. Ask adults to be alert to children who may be affected by heat. 	X			
Allergic reactions and other plant hazards	<ul style="list-style-type: none"> Warn of any hazardous plants eg any that are prickly (cacti) and others with irritant sap or pollen that stains, or are harmful or toxic if ingested Ask accompanying adults if they are any children who are allergic to particular plants or who suffer from hayfever. Schools to be asked to check for this prior to the visit 	X			
Getting stuck or doors closing on adults/children in the lift.	<ul style="list-style-type: none"> Only disabled children (and the group they are working with) are to use the lift and they must be accompanied by an adult. Adults to summon help using emergency procedure displayed in the lift if needed. The doors of the lift are automatically set to sense the presence of objects/ children. 	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)