









RHS Health and Safety Form

FD15 Risk Assessment Template

FD15 Risk Assessment				Ref:								Principal Objectives			
Activity: School visits Covid-19 risk assessment Location (s) PBLC Classrooms and Gardens								As appropriate to the task the work activity must be carried out in accordance with the Procedures and Safe Systems of Work.							
People Exposed to Risk															
Employee	Yes	Public	No	Contractor	Yes	Volunteer	Yes	N/E Mother	Yes	Young People	Yes	Disabled People	Yes	Lone Worker	No
Minimum PPE required for activity															
		Face Mask				Respirator				Gloves				Footwear	
Type				Type				Type				Type			
		Hearing Protection				Eye Protection				Overalls				Other	
Type				Type				Type				Type			
Associated hazards 1. Coronavirus infection 2. Welfare facilities 3. Refreshments 4. Travel 5. Seating Arrangements								6. First Aid 7. Individual school requirements							



Reference:	Risk Assessment Procedure	Issue no:	HSP34:6	Date of issue:	September 2020
Author:	Head of Health and Safety			Review date:	3 yearly

RHS Health and Safety Form

FD15 Risk Assessment Template

How will people be harmed		Controls to mitigate risk (Do not undertake activity until I controls / SSOW are in place)	Likelihood 1=very unlikely 5= very likely	Severity 1=minor / negligible 5=very serious / fatal	Risk (FD02) Completed by RHS Staff
1	<p><u>Coronavirus infection</u></p> <p>Infection with coronavirus through direct contact with other people attending the meeting whilst they are infectious or unaware that they are infected,</p> <p>Through droplets (released by talking or coughing) when people are within two metres of someone and have face-to-face contact with them.</p> <p>When touching objects or surfaces contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.</p> <p>When contact is for more than 15 minutes and social distancing is not possible</p> <p>Severe illness in people with underlying health conditions (as notified in Government guidance)</p> <p>Onward spread of the virus in the workplace and wider society</p> <p>Under Government guidance the RHS have a legal obligation to collect limited personal data of visitor's entering our Gardens and dining in or using our indoor seating at our Garden</p>	<p>All RHS teachers and volunteers are briefed before the school visits.</p> <p>If RHS staff and volunteers, children or staff/parent helpers are experiencing symptoms of coronavirus (COVID-19) they must not attend the visit. They should stay at home and arrange to have a test. Symptoms are:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>All schools have made the decision to attend the visit. The Covid secure statement is available on the RHS website.</p> <p>Personal hygiene guidance following government guidelines is provided to the lead teacher when their booking is confirmed.</p> <p>This information includes advice on awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Hand sanitiser is provided at the entrance to the Peter Buckley Centre and at the entrance to the Garden. This</p>	1	4	Green



Reference:	Risk Assessment Procedure	Issue no:	HSP34:6	Date of issue:	September 2020
Author:	Head of Health and Safety			Review date:	3 yearly

	<p>restaurants and cafes, for the purposes of contact tracing and sharing with the NHS Test and Trace service. This is a mandatory requirement. The personal data will only be used for purposes of contact tracing and only shared where we are requested to do so by the NHS Test and Trace service, to help minimise the transmission of COVID-19 and support public health and safety. In the case of a group, this would only be for the lead member of the group.</p>	<p>is positioned 80cm. Children must be supervised by school staff when using hand sanitiser. Supervising staff should be aware of safe use of hand sanitiser units and be aware of the first aid requirements to deal with any incidents. Eye wash is contained within all RHS First Aid boxes. Your school first aid needs assessment should identify whether eye wash is required to deal with hand sanitiser.</p> <p>Schools should bring their own portable hand sanitiser to use when self-guided and within the workshops sessions.</p> <p>RHS staff and volunteers are provided with individual hand sanitiser and gloves available in addition if preferred.</p> <p>Government guidance on social distancing to be considered with regard to proximity of RHS staff and volunteers to the school group.</p> <p>School groups will be operating within their own safety arrangements for Covid (class, group or school bubble etc). This needs to be communicated to the RHS Education Team in advance to ensure that this can be accommodated.</p> <p>Contact details for the school are retained in merac to enable contact tracing if a known infection is reported. The following personal data of the visitor/lead member of the group will be collected and shared for contact tracing:</p> <ul style="list-style-type: none"> • Full name • Contact phone number • Date of visit and Arrival time 			
--	---	---	--	--	--

Reference:	Risk Assessment Procedure	Issue no:	HSP34:6	Date of issue:	September 2020
Author:	Head of Health and Safety			Review date:	3 yearly

		<p>Please visit https://www.rhs.org.uk/Privacy and https://www.gov.uk/coronavirus to find out how your personal data will be used and your rights under Data Protection Act 2018</p> <p>If there is a case of COVID-19 associated with the school visit, the organiser will inform the RHS Health and Safety Team who will contact the local Health Protection Team to report an outbreak, if more than one case is reported within 14 days.</p> <p>If anyone attending the visit feels unwell with covid-19 symptoms during the course, they will be required to leave the visit immediately and wait in a designated empty space until they leave site. Other children and staff involved will be advised to self-isolate as per current government guidance and their school policy.</p> <p>Tables and chairs will be disinfected before and after use. Children and adults must sit at the same workspace throughout the course of their stay where possible.</p> <p>RHS Teachers and Volunteers will wear face coverings (mask type not visor) at all times while indoors and outside if contact is closer than 2m to the group. Face coverings will be provided by the RHS.</p> <p>School teachers and supporting adults should wear face coverings in the classrooms when RHS Staff and Volunteers are present.</p> <p>When working in the classrooms, they will be ventilated as much as possible.</p>			
--	--	--	--	--	--



Reference:	Risk Assessment Procedure	Issue no:	HSP34:6	Date of issue:	September 2020
Author:	Head of Health and Safety			Review date:	3 yearly

RHS Health and Safety Form

FD15 Risk Assessment Template

		<p>Tools and equipment provided by Rosemoor or the tutor will be sprayed with antibacterial spray or quarantined for 72 hours before and after the workshop.</p> <p>Schools are responsible for cleaning any materials and equipment that they bring onsite.</p> <p>Participants should avoid sharing equipment during a workshop wherever possible, and if this is not possible, should only share something if it has been cleaned with antibacterial spray between uses.</p> <p>Staff will ensure their hands are clean before handing out recourses.</p>			
2.	<p><u>Welfare facilities</u></p> <p>Inhalation of virus droplets when in close proximity or when in direct contact with others who may be infected</p> <p>Touching objects or surfaces contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.</p>	<p>Welfare facilities (ie toilets) are included on cleaning schedule and will be cleaned at the beginning and end of the day, and also between groups.</p> <p>Handwashing facilities are located inside the classroom and in the toilets.</p> <p>Specific Learning Centre toilets will be allocated to a school for the duration of their visit and these are included in the site cleaning schedule. The exception is the disabled toilet which will also be accessible to adult learners at Rosemoor, school and RHS staff and Volunteers. If two schools are on site, both schools may require access to this as an accessible toilet. School groups should not use public toilets, and the public will not have access to Learning Centre toilets.</p> <p>In areas where social distancing is not possible, signage will indicate face masks are required unless everyone is in a bubble. Schools will have their own</p>	1	4	Green



Reference:	Risk Assessment Procedure	Issue no:	HSP34:6	Date of issue:	September 2020
Author:	Head of Health and Safety			Review date:	3 yearly

		<p>policy on how toilets are used, and if they have further requirements, these need to be discussed with the Education Team in advance to see if they can be accommodated.</p> <p>Fire safety / welfare arrangements briefing given at the start of the visit by the Education Officer, Manager or RHS teacher.</p>			
3.	<p><u>Refreshments</u></p> <p>Infection with virus through contact with refreshment provisions which are contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.</p>	<p>Standard Operating Procedures in the Food Safety Policy and H&S policy are followed</p> <p>No refreshments are provided by the RHS.</p> <p>Children must be supported to wash hands thoroughly before eating/drinking and this is the responsibility of the school.</p> <p>Should parents / teachers wish to purchase refreshments, these are available from public refreshment outlets.</p> <p>The Education Office has a limit of 2 people at any one time and is currently not accessible for Volunteers. Volunteers may make tea and coffee in the resources store in the PBLC (capacity of 2).</p> <p>Volunteers may leave their bags in the Douglas classroom resources cupboard. This can be locked when the classroom is unattended.</p> <p>Volunteers need to take their lunch break outside the PBLC. This could be by the Courtyard Café, Lecture Hall if open, or in the Garden.</p>	1	4	Green

Reference:	Risk Assessment Procedure	Issue no:	HSP34:6	Date of issue:	September 2020
Author:	Head of Health and Safety			Review date:	3 yearly

RHS Health and Safety Form

FD15 Risk Assessment Template

4.	<p><u>Travel and arrival</u></p> <p>Becoming infected with COVID-19 during travel and potentially passing on the infection to others on the visit.</p> <p>Reducing the transmission of COVID-19 between areas.</p>	<p>Schools are likely to be travelling by coach. The RHS is not responsible for any arrangement between the school and coach company.</p> <p>Schools should make and follow their own risk assessment regarding travel.</p> <p>Schools will not enter the Garden through the main public entrance. Staff and students should wait on the coach to be met by a member of RHS staff who will accompany them into the Gardens.</p> <p>Volunteers are advised to follow the Government guidance on travel, and avoid car sharing and public transport if possible.</p> <p>Schools will need to adhere to government guidance on travel restrictions that apply in their areas COVID alert levels guidance. Where providers operate in an area that has a 'very high' alert level, they should not travel outside this area for the purpose of an education visit. Providers should also not travel into an area with a 'very high' alert level for the purpose of educational visits.</p>	1	4	Green
5	<p><u>Seating arrangements</u></p> <p>Infection with virus through insufficient social distancing which is close contact of more than 15 minutes within 2m without mitigation or within 1m with mitigation</p>	<p>Schools will have individual classroom arrangements that they are used to following at school. They may or may not require 2m social distancing.</p> <p>The Rosemoor can provide at any one time:</p> <ul style="list-style-type: none"> • One or two classrooms depending on the day and size of your visit. 	1	4	Green



Reference:	Risk Assessment Procedure	Issue no:	HSP34:6	Date of issue:	September 2020
Author:	Head of Health and Safety			Review date:	3 yearly

		<ul style="list-style-type: none"> Up to 14 tables per classroom, set out individually, suitable for 2 children sat side-by-side. 38 cushions suitable for sitting on the floor to enable spacing. 6 potting benches <p>Schools must inform the Education Team of their room requirements when they book their visit to ensure that both RHS and school are familiar and comfortable with the arrangement.</p> <p>Verbal reminders will be issued at the beginning of the visit to orientate the children with the classroom and what the requirements are.</p> <p>RHS Teachers and Volunteers will keep 2m social distance between themselves and school groups. If this is not possible, the RHS Teacher or Volunteer must be wearing a mask (including outside) and the duration of close contact will be minimised and always less than 15 minutes.</p>			
6.	<p><u>First Aid</u></p> <p>Infection through close contact due to intervention of a First Aider.</p>	<p>Schools should bring their own first aid kit, and if possible, should administer first aid themselves.</p> <p>Onsite first aiders have been briefed in how to support people with minimal risk to themselves or the patient and a separate Covid-19 risk assessment exists for First Aiders. A First Aid kit is provided in the classroom.</p> <p>Please call the front entrance to ask for a first aider if required.</p>	1	4	Green

RHS Health and Safety Form

FD15 Risk Assessment Template

		If an RHS volunteer requires first aid, on-site first aiders will be called to assist them.			
7.	<p><u>Individual school requirements for their course</u></p> <p>Some schools may have individual requirements to feel comfortable with their course going ahead. Different workshops present individual challenges that may need to be addressed separately.</p>	<p>Schools must send their trip requirements for covid-19 safety measures in advance, and read and agree to abide by the RHS Covid-19 Risk Assessment for School Visits (sent as part of the booking process)</p> <p>RHS Teachers need to consider where they can safely be with their group to enable social distancing and need to be aware of the public.</p> <p>The workshop needs to be reviewed prior to each school's visit to ensure activities have been made as safe as possible.</p> <p>Risks associated with specific workshops will be reviewed and discussed with each school if necessary, and decisions made as to whether it is possible for a workshop to run under current government guidelines and with all necessary mitigations in place.</p>	1	4	Green
If a risk rating is above 5, action must be taken to reduce it to a safe level. Record the action taken here:					
Date of Assessment: 22/9/2020			Completed By: Emma Marsh		
Review Date: 7/10/2020			Completed By: Emma Marsh		
Review Date: 28/10/2020			Completed By: Emma Marsh		
Review Date: 28/11/2020					



Reference:	Risk Assessment Procedure	Issue no:	HSP34:6	Date of issue:	September 2020
Author:	Head of Health and Safety			Review date:	3 yearly