

Considerations for creating your visit risk assessment for RHS Garden Harlow Carr

Please note that this document is **not** a risk assessment

Hazards

- **Alighting from coaches**
Slipping, tripping, falling, injury from other vehicles

Precautions

- School staff should adhere to notices and instructions provided by the RHS Garden to use designated coach alighting points outside the Visitor Shop.
- School staff should walk their students along pathways and supervise crossing of any roads or car park areas.
- Coaches should park in the coach park.

- **Site traffic**

- Tractors and other vehicles are in use around the Garden including the paths.
- School staff and students must be aware of this and use the correct procedure when walking around the Garden, notably when crossing paths or emerging from paths with tall hedges onto roadways.

- **Running**
Slipping, tripping, falling

- Students must be adequately supervised by accompanying adults and instructed to walk (not run) around the Garden.

- **Road and path edgings**
Steps and uneven non-grass surfaces
Slipping, tripping, falling

- School staff and students should take care at road and path edges, steps and other uneven surfaces to avoid tripping and falling.

- **Wet grass**
Slipping, falling, sprains

- School staff and students should be aware of the possibility of wet grass and take adequate precautions against slipping and falling.

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| <ul style="list-style-type: none"> ● Uneven grass surfaces
Slipping, falling, sprains | <ul style="list-style-type: none"> - School staff and students should take care when walking on the grass and wear sensible and appropriate footwear. |
| <ul style="list-style-type: none"> ● Climbing of objects
Slipping, tripping, falling | <ul style="list-style-type: none"> - Students must be instructed not to climb trees, walls and other objects in the Garden and be adequately supervised to prevent this. |
| <ul style="list-style-type: none"> ● Machinery and tools
Abrasion, injury, exposure to noise | <ul style="list-style-type: none"> - All machinery and tools in use have guards fitted where relevant and maintained to comply with current regulations. - School staff should ensure that they and students in their care stand back from and do not touch any machinery or tools, comply with any safety notices and observe the restriction of any barriers that may be in place. - Groups of students should avoid standing too close to staff using powered machinery due to the noise levels being produced. |
| <ul style="list-style-type: none"> ● Straying into prohibited areas
Unidentified hazards | <ul style="list-style-type: none"> - Students should be supervised at all times and stay within designated areas. Some areas of the Garden are marked for 'Staff Only', and it is important that these boundaries are adhered to by school groups. |
| <ul style="list-style-type: none"> ● Fire
Inhalation, skin burns, panic, loss of control | <ul style="list-style-type: none"> - Visiting school groups will be told of the fire procedures upon arrival - Fire Risk Assessments have been carried out for all the buildings in use and adequate controls are in place. - In case of fire, school staff should ensure that they and students in their care leave the building by the nearest exit and go to the Fire Assembly Point advised by RHS staff. - School staff should ensure that a roll call is taken of their charges. |

- **Lost children**
Panic, loss of control
 - A procedure for lost children should be established by the school.
 - 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.
- **Chemicals used in the Garden**
Inhalation, skin contact, eye contact
 - Harmful substances and chemicals may be used in the Garden.
 - Risk to visitors is minimised as they are used in a proper, controlled manner normally outside of public open hours.
 - Visitors will not be exposed to risks from substances used in the Garden if notices and safety procedures are followed.
- **Plants**
Ingestion, allergic reactions (including hay fever)
 - Some of the plants may be irritating to skin, contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals. Students and school staff must not eat any part of the plants and must wash their hands after touching plants and before eating food.
 - Please do not allow the students to pick the plants or put their fingers in their mouths. Accompanying staff must be aware of any students known to be allergic to specific plants or who get hay fever and carry the necessary medication for these allergies.
 - Schools will be asked to check if any students have known allergies prior to the visit.
 - RHS sites do not have onsite auto-injectors/epipens. It is imperative that medication of this sort is brought by the school.
- **Plant supports**
Damage to the eye, bruising.
 - Many of the plants in the Garden are supported by canes or other structures. Please take care not to lean over plants.

- **Bees, wasps and insects**
Stings

- These are natural inhabitants of the Garden. Bees and wasps pose no risk unless provoked.
- If students are stung, seek first-aid from the adult in charge of the group. Please note, onsite first aiders are not able to offer any sort of medication or sting relief other than ice and antiseptic wipes.
- School staff must be aware of those in their group that are allergic to specific insects and how to deal with such emergencies.
- RHS sites do not have onsite auto-injectors/epipens. It is imperative that medication of this sort is brought by the school.

- **Infection**

- School staff should be aware that there is always a risk from infection in any environment and horticultural establishments are no exception.
- School staff should ensure that they, and students in their care, wash their hands after touching plants and or soil, and before handling food and drink.
- It is advisable to ensure that any existing cuts and abrasions are adequately covered with a plaster or dressing.

- **Soil**
Tetanus

- Soil contains millions of micro-organisms, both beneficial and harmful.
- 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.
- All visitors must wash their hands before eating food.
- It is particularly important that any cuts are covered with a plaster to avoid any risk from Tetanus.

- **Water sprinklers**
Slipping, falling, infection (leptospirosis & legionella)
 - Sprinklers are used to water the grass and plants making the surrounding area wet (see wet grass above).
 - River water is used in the sprinklers that may carry harmful micro-organisms. School staff should instruct students not to go near the sprinklers and staff and students must wash their hands before eating food.
 - Students and staff should be advised not to use any taps in the Garden, and only to use those in classrooms and toilet areas. Drinking water dispensers in the Garden are clearly labelled.
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- **Water (streams, etc)**
Drowning, infection (leptospirosis)
 - The RHS Gardens contain many ponds, lakes, streams and other ornamental water 'features'.
 - School staff must be aware of the potential of drowning and instruct students not to go near these areas.
 - Students working near water should be adequately supervised.
 - Water may contain harmful micro-organisms (see above).
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- **Weather**
Sunburn, hypothermia, dehydration
 - School staff and students visiting the Garden should wear appropriate clothing for the weather conditions, including cold, wet, and hot conditions. We do aim to get the students outside all seasons.
 - Suntan lotion should be applied when necessary.
 - Adequate fluids should be drunk when it is hot.
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- **Nut allergies**
 - There are a number of bird feeders around the Garden that contain or may contain nuts. Many trees produce nuts. Please inform a member of staff in advance and on the day if any of your party have a nut allergy.
 - RHS sites do not have onsite auto-injectors/epipens. It is imperative that medication of this sort is brought by the school.
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- **Feeling unwell or injury, and general first aid**

- Onsite first aiders are available to assist and there is a first aid kit in each teaching room. However, First Aiders are not able to offer any sort of medication and may advise calling 999 or seeking additional help from professional First Aiders.
- Although there is a first aid kit in each teaching room, we do advise that schools bring their own to ensure it is available if required.
- The nearest Accident and Emergency department to RHS Harlow Carr is Harrogate District Hospital.
- RHS sites do not have onsite auto-injectors/epipens. It is imperative that medication of this sort is brought by the school.
- Please make staff aware of any students or staff visiting with serious allergies, both in advance of the visit and on the day.