

**Risk Assessments for Non-Birmingham and Independent School Visits  
to the Birmingham Botanical Gardens**

<b>Aspects to Consider (Actual Hazards)</b>	<b>Control Measures</b>	<b>Severity</b>	<b>Probability</b>	<b>Level of Risk</b>
<p><b>1.</b> Emergency first aid, incident or accident</p>	<ul style="list-style-type: none"> <li>• Schools to follow their Education Visits Safety Policy and Guidelines and advice from their Education Visits Coordinator</li> <li>• Schools to have obtained parental permission before the visit</li> <li>• Teachers to complete their own risk assessments of their chosen activities, including the playground and orienteering, prior to their visit</li> <li>• Schools to read and comply with this Gardens' education risk assessment obtained from the Gardens' website</li> <li>• Schools to bring their own trained first aider(s) and first aid equipment</li> <li>• Gardens to position first aid equipment accessible to teachers</li> <li>• Schools to carry a mobile phone (with ready charged battery and call credits) during the visit in case of emergency</li> </ul>	<p><b>Medium to High</b></p>	<p><b>Low</b></p>	<p><b>Low to Medium</b></p>

	<ul style="list-style-type: none"> <li>• Teachers to brief their group regarding any potential hazards and supervise the children throughout the entire visit, especially by ponds and open water</li> <li>• Working ratios of adults to children to be decided by visiting school and to comply with their Education Visits Safety Policy and Guidelines</li> <li>• Gardens' staff to inspect the Gardens' fire exits for obstructions every morning</li> <li>• Gardens' Maintenance Manager to ensure that fire equipment is tested regularly</li> <li>• Gardens' staff to guide groups out to the fire assembly points should the fire alarm sound unexpectedly and not allow re-entry to the building unless the fire service give consent</li> </ul>			
2. Trips and falls	<ul style="list-style-type: none"> <li>• Teachers to brief their group regarding any potential hazards and supervise the children throughout the entire visit</li> <li>• Schools to bring their own trained first aider(s) and first aid equipment</li> <li>• Teachers to ensure children wear</li> </ul>	<b>Low</b>	<b>Low</b>	<b>Low</b>

	<p>suitable clothing and footwear for the visit</p> <ul style="list-style-type: none"> <li>• Teachers to ensure that pupils do not run in case of slippery paths, wet glasshouse floors and uneven steps on-site</li> <li>• Teachers should make pupils aware of moving vehicles on main pathways and to supervise children around them at all times</li> <li>• Teachers should ensure that pupils do not climb on trees or sculptures under any circumstances</li> <li>• Teachers use the playground with their pupils at their own risk and must complete their own risk assessment of this area. All pupils must be supervised at all times in this area</li> </ul>			
<p><b>3. Access to the Gardens' lunch areas</b></p>	<ul style="list-style-type: none"> <li>• Only pre-booked schools to have access to the lunch rooms, gallery and marquees</li> <li>• Teachers to ensure that the coach instructions available on the Gardens' website are read and adhered to and that standard road safety regulations are followed when disembarking the coach in order to reach the Gardens' main entrance</li> <li>• Schools to have prepared a</li> </ul>	<p><b>Medium to High</b></p>	<p><b>Low</b></p>	<p><b>Medium</b></p>

	<p>contingency plan in the event of an accident or breakdown (including safety of group and planned means of onward travel)</p> <ul style="list-style-type: none"> <li>• Teachers to provide the Gardens with the details of the group on arrival by signing-in sheet, including a mobile number for a teacher-in-charge</li> <li>• Teachers to supervise children on the spiral staircase leading up to the lunch rooms, ensuring children hold the handrail at all times. School staff to read staircase safety notices to avoid walking into low stair risers</li> <li>• Teachers to supervise children on steps leading into Committee room entrance at all times</li> <li>• Windows in the Committee room not to be opened unless under guidance from Gardens' education staff</li> <li>• Teachers to ensure chairs are not stacked too high in lunch spaces in case they become unstable</li> <li>• Teachers to ensure children are supervised at all times on the lunch terrace outside the lunch rooms and are not allowed to climb</li> </ul>			
<b>4. Children becoming</b>	<ul style="list-style-type: none"> <li>• School to bring appropriate</li> </ul>	<b>Medium</b>	<b>Low</b>	<b>Low</b>

lost, encountering strangers	<p>pupil/adult ratio</p> <ul style="list-style-type: none"> <li>• Schools to ensure their staff are suitably trained and understand their roles during the visit</li> <li>• Children to be kept in clearly defined area by school staff and respect occasional cordoned off 'no-go areas' where Gardens' staff are conducting necessary maintenance work</li> <li>• Children to be supervised at all times by school staff, including using the toilets which have public access</li> <li>• Clear instructions to be given by school staff at all times</li> <li>• Schools to conduct regular head counts, particularly at arrival/departure points and when separating or reforming groups</li> <li>• Gardens' education staff including regular education volunteers to have CRB Disclosures</li> </ul>			
5. Inclement weather or extreme temperature	<ul style="list-style-type: none"> <li>• School to obtain forecast and adjust plans accordingly</li> <li>• School to ensure children wear suitable clothing, footwear and suncream</li> <li>• School to organise food and drink for children and staff as necessary</li> </ul>	<b>Low</b>	<b>Low</b>	<b>Low</b>
6. Infection, poisoning	<ul style="list-style-type: none"> <li>• Children to be briefed by teachers</li> </ul>	<b>Medium to High</b>	<b>Low</b>	<b>Low to Medium</b>

	<p>on potential hazards before the visit</p> <ul style="list-style-type: none"><li>• Teachers to supervise children at all times during the visit</li><li>• Teachers to bring trained first aider(s) and first aid equipment including protective gloves and equipment if risk assessment carried out by school suggests necessary</li><li>• Teachers to avoid known high risk situations</li><li>• Teachers to ensure that children do not eat plants and handle plants only when directed to</li><li>• Teachers to ensure that any pupil known to have eaten any part of a plant on site is sent straight to hospital via ambulance</li><li>• Teachers to ensure that medication for children with known allergies is carried securely during the visit</li><li>• Teachers to ensure that they inform the Gardens' Education Officer on arrival of any allergies to plants, nuts or seeds or any other plant-related product that is included in the teaching session</li><li>• Teachers to ensure that pupils with known nut allergies are kept away from the bird cages on site</li></ul>			
--	---	--	--	--

	<ul style="list-style-type: none"> <li>• Teachers to ensure that all pupils do not put fingers in bird cages or approach peacocks</li> <li>• Teachers to ensure that pupils do not put their hands in to ponds or touch fish</li> <li>• Teachers to ensure children wash hands after activities and before eating</li> <li>• Teachers to scan areas used for activities or picnic for potentially dangerous litter e.g. broken glass</li> </ul>			
7. Teaching sessions	<ul style="list-style-type: none"> <li>• Gardens' Education Officer to ensure that any educational equipment used by schools is in good working order and that users are given clear instructions</li> <li>• Gardens' Education Officer and teachers to ensure that children are briefed on appropriate behaviour/conduct before activities commence and be given clear boundaries</li> <li>• Gardens' Education Officer and teachers to brief the group on potential hazards involved</li> <li>• Gardens' Education Officer to ensure that a cable cover is used on cables for equipment that they use for teaching groups on-site</li> <li>• Gardens' Education Officer to</li> </ul>	<b>High</b>	<b>Low</b>	<b>Low to Medium</b>

	<p>offer teachers plasters to ensure any wounds or grazes on their pupils are covered if carrying out any activities in or near water e.g. pond dipping</p> <ul style="list-style-type: none"><li>• Teachers should not allow children to access any pond area unsupervised</li><li>• Teachers do not allow children to swim in any ponds or drink the water</li></ul>			
--	--	--	--	--