

This is the generic Education Risk Assessment. However, we recommend that all group leaders complete their own Risk Assessments, as this will identify any further measures required that are specific to the needs of the visiting group, such as supervision ratios. Please be advised that you should bring a trained first aider with you on the day of your visit and the Gardens' Accident Book (located at Reception) must be completed if you have an incident onsite.

Education Risk Assessment

Aspects to Consider (Actual Hazards)	Control Measures	Severity	Probability	Level of Risk
1. Emergency first aid, incident or accident	<ul style="list-style-type: none"> • Groups to follow their Education Visits Safety Policy and Guidelines, and advice from their Education Visits Coordinator • Groups to have obtained parental permission before the visit • Group leaders to complete their own risk assessments of their chosen activities, including the playground and Activity Packs, prior to their visit • Groups to read and comply with this Gardens' Education Risk Assessment (obtained from the Gardens' website) • Groups to bring their own trained first aider(s) and first aid equipment • Gardens to position first aid equipment accessible to groups • Groups to carry a mobile phone (with charged battery and call credits) during the visit in case of emergency, and provide Education staff with its number (via booking form) • Group leaders to brief their group regarding any potential hazards and supervise the children throughout the entire visit, especially by ponds, open water and drops • Working ratios of adults to children to be decided by visiting groups and to comply with their Education Visits Safety Policy and Guidelines • Gardens' staff to inspect the Gardens' fire exits for obstructions every morning • Gardens' Maintenance Manager to ensure that fire equipment is tested regularly • 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 given official consent 	Medium to High	Low	Low to Medium
2. Trips and falls	<ul style="list-style-type: none"> • Group leaders to brief their group regarding any potential hazards and supervise children throughout their entire visit • Groups to bring their own trained first aider(s) and first aid equipment • Group leaders to ensure children wear suitable clothing and footwear for their visit • Group adults to ensure that pupils do not run on-site, in case of slippery paths, wet Glasshouse floors and uneven steps • Group adults should make children aware of moving maintenance vehicles on main pathways and to supervise children around them at all times • Group adults should ensure that children do not climb on trees or sculptures 	Low	Low to Medium	Low

	<ul style="list-style-type: none"> Groups use the playground at their own risk and must complete their own risk assessment of this area. All children must be supervised at all times 			
3. Access to Gardens / teaching spaces / lunch areas	<ul style="list-style-type: none"> Only pre-booked groups to have access to the classrooms, Gallery and marquees Group leaders to ensure that the coach instructions (available on Gardens' website) are read and adhered to, and that standard road safety regulations are followed when disembarking the coach Groups to have prepared a contingency plan in the event of an accident or breakdown (including safety of group and planned means of onward travel) Group leader to provide actual group numbers (pupils and adults) on arrival Group adults to supervise children on the spiral staircase (if used), ensuring children hold the handrail at all times. Group adults to supervise children on steps leading into Treetops classroom entrance (if used) Windows in the Treetops classroom (if used) not to be opened unless under guidance from Gardens' Education staff Gardens' staff/group adults to ensure chairs are not stacked too high in case they become unstable Group adults to ensure children are supervised at all times 	Medium	Low	Medium
4. Children becoming lost, encountering strangers	<ul style="list-style-type: none"> Groups to bring an appropriate adult/child ratio, and both male and female adults whenever possible Group leaders to ensure that adults are suitably trained/advised and understand their roles during the visit Groups to respect occasional cordoned-off areas, where Gardens' staff are conducting necessary gardening/maintenance work Children to be supervised at all times by group adults, including using the (public) toilets Clear instructions to be given by group adults at all times Groups to conduct regular head counts, particularly at arrival/departure points and when separating or reforming groups Gardens' Education staff, including volunteers, to have full, clear DBS disclosures 	Medium	Low	Low
5. Inclement weather or extreme temperature	<ul style="list-style-type: none"> Groups to obtain forecast and adjust plans accordingly Gardens' Education staff to liaise with groups in advance or during their visit, if necessary Groups to ensure children wear suitable clothing, footwear and sun cream Groups to organise food and drink for children and adults as necessary, including extra drinks during hot weather 	Low	Medium	Low
6. Infection, allergic reaction, poisoning	<ul style="list-style-type: none"> Children to be briefed by group leaders on potential hazards before the visit Group adults to supervise children at all times during the visit Groups to bring trained first aider(s) and first aid equipment 	Medium	Low to Medium	Low to Medium

	<ul style="list-style-type: none"> • Groups to avoid known high risk situations • Group adults to ensure that children do not eat plants and handle plants only when directed to • Group leaders to ensure that any child known to have eaten any part of a plant on site is sent straight to hospital via ambulance • Group leaders to ensure that medication for children with known allergies is carried securely during the visit • Group leaders to ensure that they inform the Gardens' Education team, via their booking form, of any allergies to plants, nuts, seeds, or any other relevance, which might be encountered during the visit • Group adults to ensure that children with nut allergies are kept back from the bird aviaries • Group adults to ensure that children do not put fingers in bird cages or approach peacocks • Group adults to ensure that pupils do not put their hands in to ponds or touch fish • Group adults to ensure children wash hands after activities and before eating • Gardens' staff/group adults to scan areas used for activities or picnic for potentially dangerous litter (e.g. broken glass) 			
7. Teaching sessions	<ul style="list-style-type: none"> • Gardens' Education staff and group leaders to ensure that children are briefed on appropriate behaviour/conduct before activities commence and be given clear boundaries • Gardens' Education staff and group leaders to brief the group on potential hazards involved • Gardens' Education staff to ensure that any educational equipment used by groups is in good working order and that users are given clear instructions • No Gardens' resources to be drunk, eaten or tasted during any teaching session • Groups to wear required Personal Protective Equipment as instructed by Gardens' Education staff and to seek remedial/medical attention if breached (Sensational Science session only) • Gardens' Education staff to ensure that a cable cover is used on cables for equipment that they use for teaching groups on-site • Gardens' Education staff to offer plasters/gloves to ensure any wounds or grazes are covered when carrying out relevant activities e.g. pond dipping • Group adults should not allow children to access any pond area unsupervised • Group adults should not allow children to enter or drink the water from any pond/water feature • Any child likely to cause harm to themselves or others to be removed from session(s) by group adults (Gardens' Education staff reserve the right to insist on this or to stop sessions, if necessary) 	Medium	Medium	Low to Medium