

## Education Risk Assessment

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 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 the Gardens' Main Reception) must be completed if you have an incident onsite.

The Gardens, and the Education department within, are following all latest Government guidelines and advice regarding Covid-19 safety to ensure that we keep all visitors and staff safe at all times. Anything Covid-specific can be found in section 8 of this Risk Assessment.

If there is anything you wish to discuss or think we could do better, at any point before, during or after your visit, please to not hesitate to contact the Education Manager. Education Manager (James Jarvis): 0121 450 5093, 07907 659 311, [education@birminghambotanicalgardens.org.uk](mailto:education@birminghambotanicalgardens.org.uk)

<b>Aspects to Consider (Actual Hazards)</b>	<b>Control Measures</b>	<b>Severity</b>	<b>Probability</b>	<b>Level of Risk</b>
<b>1.</b> Emergency, first aid, incident or accident, fire alarm	<ul style="list-style-type: none"> <li>• Groups to follow their Education Visits Safety Policy and Guidelines, and advice from their Education Visits Coordinator</li> <li>• Groups to have obtained parental permission before the visit</li> <li>• Group leaders to complete their own risk assessments of their chosen activities, including the playground (and any Activity Pack locations), prior to their visit</li> <li>• Groups to read and comply with this Gardens' Education Risk Assessment</li> <li>• Groups to bring their own trained first aider(s) and first aid equipment</li> <li>• Gardens to position first aid equipment accessible to groups</li> <li>• 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 and signing-in sheet)</li> <li>• Group leaders to brief their group regarding any potential hazards and supervise the children throughout the entire visit, especially by steps, stairs, ponds and open water</li> <li>• Working ratios of adults to children to be decided by visiting groups and to comply with their Education Visits Safety Policy and Guidelines</li> <li>• Group adults should make children aware of moving gardening/maintenance vehicles on main pathways and to supervise children around them at all times</li> <li>• Gardens' staff to inspect the Gardens' fire exits for obstructions every morning</li> <li>• Gardens' Maintenance Manager to ensure the Gardens complies with current legislations and 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 buildings unless given official consent</li> </ul>	<b>Medium to High</b>	<b>Low</b>	<b>Low to Medium</b>

	<ul style="list-style-type: none"> <li>• If alarm sounds when groups are not with/within sight of Gardens' staff, they are to immediately proceed, by the shortest safe route, to the nearest assembly point (car park, main lawn, plant sales area (rear of Gift Shop). Education staff will make contact with group leader, by the emergency contact mobile phone number provided on booking form/signing-in sheet, to assist</li> </ul>			
<b>2. Trips and falls</b>	<ul style="list-style-type: none"> <li>• Group leaders to brief their group regarding any potential hazards and supervise children throughout their entire visit</li> <li>• Groups to bring their own trained first aider(s) and first aid equipment</li> <li>• Group leaders to ensure children wear suitable clothing and footwear for their visit</li> <li>• Group adults to ensure that pupils do not run onsite, in case of slippery paths, wet Glasshouse floors and uneven steps</li> <li>• Group adults should ensure that children do not climb on tables, chairs, trees or sculptures</li> <li>• 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</li> </ul>	<b>Low</b>	<b>Low to Medium</b>	<b>Low</b>
<b>3. Access to teaching spaces / lunch areas</b>	<ul style="list-style-type: none"> <li>• Only pre-booked groups to have access to Education's designated covered spaces</li> <li>• Group leaders to ensure that the coach instructions (available on Gardens' website) are read and adhered to, and that road safety regulations are followed when disembarking the coach</li> <li>• 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)</li> <li>• Group leader to provide actual group numbers (pupils and adults) on arrival</li> <li>• Group adults to supervise children on staircases, ensuring children hold the handrail at all times</li> <li>• Group adults to supervise children on steps leading into Treetops classroom entrance (if used)</li> <li>• Windows in the Treetops classroom (if used) not to be opened unless under guidance from Gardens' Education staff</li> <li>• Group adults to ensure chairs are not stacked too high in case they become unstable</li> <li>• Group adults to ensure children are supervised at all times</li> </ul>	<b>Medium</b>	<b>Low</b>	<b>Medium</b>
<b>4. Children becoming lost, encountering strangers</b>	<ul style="list-style-type: none"> <li>• Groups to bring an appropriate adult/child ratio, and both male and female adults whenever possible</li> <li>• Group leaders to ensure that adults are suitably trained/advised and understand their roles during the visit</li> <li>• Groups to respect occasional cordoned-off areas, where Gardens' staff are conducting necessary gardening/maintenance work</li> <li>• Children to be supervised at all times by group adults, including using the toilets (as all have public access)</li> <li>• Clear instructions to be given by group adults at all times</li> </ul>	<b>Medium</b>	<b>Low</b>	<b>Low</b>

	<ul style="list-style-type: none"> <li>• Groups to conduct regular head counts, particularly at arrival/departure points and when separating or reforming groups</li> <li>• Gardens' Education staff, including volunteers, to have full, clear DBS disclosures</li> </ul>			
5. Inclement weather or extreme temperature	<ul style="list-style-type: none"> <li>• Groups to obtain forecast and adjust plans accordingly</li> <li>• Gardens' Education staff to liaise with groups in advance or during their visit, if necessary</li> <li>• Groups to ensure children wear suitable clothing, footwear and sun cream</li> <li>• Groups to organise food and drink for children and adults between teaching sessions as necessary, including extra drinks during hot weather</li> </ul>	<b>Low</b>	<b>Medium</b>	<b>Low</b>
6. Infection, allergic reaction, poisoning	<ul style="list-style-type: none"> <li>• Children to be briefed by group leaders on potential hazards before and during the visit</li> <li>• Group adults to supervise children at all times during the visit</li> <li>• Groups to bring trained first aider(s) and first aid equipment</li> <li>• Groups to avoid known high risk situations</li> <li>• Group adults to ensure that children do not eat plants and handle plants only when directed to</li> <li>• Group leaders to ensure that any child known to have eaten any part of a plant onsite is sent straight to hospital via ambulance</li> <li>• Group leaders to ensure that medication for children with known allergies is carried securely during the visit</li> <li>• Group leaders to ensure that they inform Education staff, via their booking form, of any allergies to plants, nuts, seeds, or any other relevance, which might be encountered during the visit</li> <li>• Group adults to ensure that children with nut allergies are kept back from the bird aviaries</li> <li>• Group adults to ensure that children do not put fingers in bird cages or approach peacocks</li> <li>• Group adults to ensure that pupils do not put their hands in to ponds or touch fish</li> <li>• Group adults to ensure children wash hands after activities and before eating</li> <li>• Group adults to scan areas used for activities or picnic for potentially dangerous litter (e.g. glass)</li> </ul>	<b>Medium</b>	<b>Low to Medium</b>	<b>Low to Medium</b>
7. Teaching sessions	<ul style="list-style-type: none"> <li>• Gardens' Education staff and group leaders to ensure that children are briefed on appropriate behaviour/conduct before activities commence and be given clear boundaries</li> <li>• Gardens' Education staff and group leaders to brief the group on potential hazards involved</li> <li>• Gardens' Education staff to ensure that any educational equipment used by groups is in good working order and that users are given clear instructions</li> <li>• No Gardens' resources to be drunk, eaten or tasted during any teaching session</li> <li>• Groups to wear required Personal Protective Equipment as instructed by Education staff and to seek remedial/medical attention if breached (Sensational Science session only)</li> <li>• Gardens' Education staff to ensure that a cable cover is used on cables for equipment that they use for teaching groups on-site</li> </ul>	<b>Medium</b>	<b>Medium</b>	<b>Low to Medium</b>

	<ul style="list-style-type: none"> <li>• Group adults to offer plasters/gloves to ensure any wounds or grazes are covered when carrying out relevant activities e.g. pond dipping</li> <li>• Group adults should not allow children to access any pond area unsupervised</li> <li>• Group adults should not allow children to enter or drink the water from any pond/water feature</li> <li>• 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)</li> </ul>			
8. Covid-19	<ul style="list-style-type: none"> <li>• Gardens' staff to regularly clean all touch points (e.g. door handles, staircase handrails, carpets) with suitable cleaner</li> <li>• Gardens' staff will provide hand sanitiser at regular and necessary points during visit including all teaching sessions. Group adults to provide/administer hand sanitiser at other times (e.g. self-guided activities)</li> <li>• All teaching sessions have been redesigned with Covid-safety in mind</li> <li>• Gardens' staff will thoroughly clean all teaching session resources after each use</li> <li>• Any difficult to clean resources will be left for at least 72 hours between uses</li> <li>• Gardens' staff will ensure that classrooms are as well ventilated as possible</li> <li>• Group adults to bring tissues and ask their students (and other adults) to follow the `catch it, bin it, kill it` advice for coughs, sneezes etc.</li> <li>• Only 12 children (6 boys &amp; 6 girls) from your group at a time to be in the Main Reception toilets, and they must be supervised by your group adults at all times.</li> <li>• Only 10 children from your group at a time to visit the Gardens' Shop (if required), and they must be supervised by your group adults at all times</li> <li>• Group leader to immediately inform the Gardens' Education Manager if anyone from their visiting group(s) tests positive for Covid-19 in the two weeks after their visit</li> </ul>	<b>Medium</b>	<b>Medium</b>	<b>Low to Medium</b>