



University of
BRISTOL

**University Of Bristol
Risk Assessment Checklist**

Department: **Botanic Garden-Group visits BG.GP.V.1.1**

Risk Assessment Completed by: **Nicola Rathbone**

Date: 26/3/2010, amended 25/7/2013

Description and location of Hazard	Who might be harmed	Existing Control Measures	A. Likely severity of injury (1 to 3)	B. Likely Occurrence (1 to 3)	Risk Rating (A) x (B)	Comments/Actions/ To Note
Trips, slips and falls	Staff, volunteer guides, work placements, visitors	<p>If arrive by coach, to drop off and pick up visiting group outside main entrance on Stoke Park Road (coach to drive up to Downs area until returning to pick up visiting group at appointed time)</p> <p>Information pack sent to group before visit, providing a copy of this risk assessment and any additional literature considered necessary to reduce risks</p> <p>Group leader encouraged to visit site prior to intended group visit to discuss any special requirements for group and any work in the garden that may affect the visit</p> <p>Important safety information will be addressed at the welcome of the group to the garden by a member of staff or a volunteer guide</p> <p>Large groups will be split into smaller groups supported by a member of staff or a volunteer guide</p> <p>Prior to visit staff should survey the garden and resolve where it is reasonable practical, potential hazards that they identify. Where hazards cannot be resolved these should be brought to the attention of the group leader (in order that they can be avoided). E.g. icy path</p> <p>Work in the garden and glasshouses will stop if it involves machinery, when the group is in the vicinity of the work. taking place and if work will obstruct the group visit then areas will be closed off with appropriate signage in place</p> <p>During the group visit and will be of a nature that will not obstruct the group visit. Tools used will be kept to a minimum</p> <p>Other university staff should be made aware of the group visit and should, as a result minimise use of machinery and other hazardous operations. Such operations should be kept to the work areas of the site, where there will be minimum access by members of the group party</p> <p>Access, pathways and steps kept free from obstruction, in good order and free from mud, algal growth, ice and snow</p> <p>No running in the garden</p> <p>Appropriate signage in place –e.g. access for staff only when work being under taken that will obstruct access and therefore pathways will be closed off</p> <p>Building materials cordoned off with appropriate signage where necessary</p>	2	1	2	

		<p>When working in the garden/glasshouse tools and equipment should be kept to one side of the pathway and should be stored carefully out of the way if leaving task for any period of time</p> <p>Regular inspections of site are carried out</p> <p>Use of Linnaeus study room covered by separate risk assessment</p> <p>Refer to university guidance notes on slips, trips and falls</p>				
Electrical	Staff, volunteers guides, work placements, visitors	<p>All portable electrical equipment is PAT tested</p> <p>Fixed electricals tested by Estates</p> <p>Staff trained in the use of equipment</p> <p>All defects must be reported immediately to a member of staff and identified not to be used until repaired and PAT tested/replaced</p> <p>All electrical equipment to be switched off when not in use</p>	2	1	2	
Fire	Staff, volunteer guides, work placements, visitors	<p>Evacuate garden and report to muster point in car park in a safe manner</p> <p>Raise the alarm</p>	1	1	1	
Accident	Staff, volunteer guides, work placements, visitors	<p>First aid kits in Welcome Lodge, Tropical house and potting shed and contents checked on a regular basis</p> <p>Details of first aiders with first aid box and list of useful telephone numbers in case of emergency</p> <p>All accidents require an accident form to be filled in and signed by a senior member of staff</p>	2	1	2	
Moving vehicles	Staff, volunteer guides, work placements, visitors	<p>Bollard in place to restrict vehicle access in front of house</p> <p>Alternative pedestrian route to crossing the car park</p> <p>Visitors advised of moving vehicles at initial welcome of the group to the garden</p>	2	1	2	
Water	Staff, volunteer guides, work placements, visitors	<p>Buoyancy aids in place</p> <p>Appropriate deep water signs in place by natural pond</p> <p>If frozen, thin ice signs to be in place</p> <p>Raised pools in tropical house and garden with ledge in water all around sides to facilitate ease into/out of pond</p> <p>Visitors advised about areas of water in the garden at the initial welcome of the group to the garden</p>	2	1	2	
Inclement weather	Staff, volunteer guides, work placements, visitors	<p>In the case of weather being extreme (e.g. high winds, deep snow) the garden will be closed to visitors and therefore staff at the garden reserve the right to cancel the visit at short notice.</p> <p>In extremely hot weather time spent in the glasshouses will be reduced</p> <p>Appropriate wet weather clothing provided for staff only</p> <p>Other persons to provide their own</p> <p>Use of a drying room provided for staff, volunteers and work placements</p> <p>Walk to check tree condition and pick up fallen branches after high winds prior to group visit</p>	1	1	1	

Glass	Staff, volunteer guides, work placements, visitors	Glass in glasshouses is toughened glass and shatters into tiny pieces Avoid area of broken glass and report to member of staff to close off area Member of staff to clear up broken glass and dispose of in a safe manner before reopening area Staff to contact our approved contractor to replace glass	1	1	1	
Plants	Staff, volunteer guides, work placements, visitors	Plants positioned/pruned on a regular basis to avoid encroaching on pathways Spiky plants to be positioned to reduce the risk of injury to all persons and where necessary spine tips to be removed on a regular basis Poisonous plants and those that irritate to be positioned away from pathways Staff and volunteer guides to point out plants of interest that are safe to touch Toilet facilities are provided at the garden for washing hands after handling plant material and before consuming food.	2	1	2	
Catering	Staff, volunteer guides, visitors	Botanic Garden staff provide tea and biscuits only if appropriate If requested by visiting group refreshments will be provided by the university from The Hawthorns and covered by their risk assessments. Water dispenser in Welcome Lodge serviced by contractor Drinks machine in Linnaeus Study room serviced by contractor	1	1	1	
Lone working	Staff, volunteer guides	If out of normal working hours then during daylight hours only but tour may finish at dusk Out of normal working hours buddy system must be in place for member of staff or volunteer guide taking group around garden, with security if necessary and who also provide a service to see you to your car safely if required Guide to lock up as move around site to encourage minimized access on site CCTV around office and toilets Lighting to car park Staff and volunteers have university security details and know to guide emergency vehicles to BS9 1JG, Stoke Park Road entrance to the Holmes car park Refer to university policy on personal safety and IOG risk assessment 159- Working Alone and HSE guidance notes on lone working	2	1	2	
SIGNED DATE						

Score	3	2	1
Column A: Severity of Injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury
Column B: Likely Occurrence:	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

Risk=Hazard Severity (A) x Likelihood of Occurrence (B)

Risk Score	Response Times
9	Immediate cessation of activity until interim controls are agreed and implemented
6	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions
3	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring
Less than 3	12 months review (date of next audit). No real changes in procedure required to reduce risk further

It must be recognised that some risks cannot be eliminated and it may be acceptable to implement control measures which down grade risks from a high score to less than 3.