


Name of school: .....Date of visit .....

		<b>University Of Bristol</b> <b>Risk Assessment Checklist</b>				
		Department: <b>Botanic Garden-School Visits BG.SV.1.1</b>				
		Risk Assessment Completed by: <b>Nicola Rathbone</b>			<b>Date: 18/3/2010, amended 8/7/2013</b>	
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, school children, teachers, teaching assistants,	<p>Visits during normal working hours only</p> <p>Coach to drop off and pick up school party outside of main entrance on Stoke Park Road (coach to drive up to Downs area until returning to pick up school party at appointed time). Staff/guides to walk group from and back to coach.</p> <p>Schools arriving on foot via Hollybush Lane should enter and leave the garden via the rear entrance to The Holmes and not Waltham Cottage Yard.</p> <p>Site visit by teacher prior to school visit to view garden and buildings. Discuss their requirements and what work may be going on in the garden which could affect the visit</p> <p>School to do own risk assessment for visit and provide a copy for the Botanic Garden file</p> <p>Length of visit required, agreed at booking time to ensure that children remain alert, that it is appropriate with the age group, size of group and subject covered during visit</p> <p>Information pack sent to school before visit, providing a copy of this risk assessment and any additional literature considered necessary to reduce risks</p> <p>Children supervised by sufficient helpers for size of group and directly monitored by the teachers and their assistants at all times- it will be their responsibility to remove children who might climb on rocks, felled trees and stumps or similar materials.</p> <p>On day of visit teachers asked to address school party and inform them of the risks, to keep together, to keep to the paths and to only handle plant material as directed and to wash their hands before eating. This information will be readdressed at the welcome of the school party as a whole before they split into smaller groups supported by staff and volunteer guides</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 teacher (in order that they can be avoided). E.g. muddy path</p>	2	1	2	

		<p>Work in the garden and glasshouses will not involve machinery during the school visit and will be of a nature that will not obstruct the school visit. Tools used will be kept to a minimum</p> <p>No running in the garden</p> <p>Other university staff should be made aware of the school 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 school party</p> <p>Access, pathways and steps kept free from obstruction, in good order and free from mud and algal growth</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>Stored building materials cordoned off with appropriate signage</p> <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>				
Lack of Concentration	School children	<p>Initial welcome of the school party as a whole before being splitting into smaller groups supported by staff and volunteer guides</p> <p>Smaller groups will enable school children to see and hear more and therefore have a more involved experience of the garden</p> <p>Smaller groups to improve supervision of the children and maintain level of control</p>	1	1	1	
Unattended Children	School children	<p>School children supervised at all times by appropriate numbers of teachers and assistants</p> <p>Children not to be left without the supervision of teacher or a teaching assistant in the presence of a member of staff or volunteer guide</p> <p>Single children not to be left without the supervision of a teacher or teaching assistant in the presence of a member of staff or volunteer guide.</p> <p>Minimum contact with other university staff whilst on visit</p>	1	1	1	
Electrical	Staff, volunteers guides, work placements, school children, teachers, teaching assistants	<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	
Accident	Staff, volunteer guides, work placements, school children, teachers, teaching assistants	<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	

Glass	Staff, volunteer guides, work placements, school children, teachers, teaching assistants	Toughened glass shatters into tiny pieces Report immediately if broken to a member of staff and 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 Teacher to explain to children on the day of visit about the importance of being careful when in a glasshouse. This information will be readdressed at the welcome of the school party as a whole before they split into smaller groups supported by staff and volunteer guides	1	1	1	
Water	Staff, volunteer guides, work placements, school children, teachers, teaching assistants	Buoyancy aids in place Appropriate deep water signs in place by natural pond If frozen, thin ice signs to be in place Raised pools in tropical house and garden with ledge in water all around insides to facilitate ease into/out of pond Teachers informed on visit to site prior to school visit about areas of water in the garden. Teacher to explain to children on the day of visit about safety around areas of water. This information will be readdressed at the welcome of the school party as a whole before they split into smaller groups supported by staff and volunteer guides	2	1	2	
Fire	Staff, volunteer guides, work placements, school children, teachers, teaching assistants	Evacuate garden and report to muster point in car park in a safe manner Raise the alarm	1	1	1	
Inclement weather	Staff, volunteer guides, work placements, school children, teachers, teaching assistants	In the case of weather being extreme (e.g. high winds) the garden will be closed to visitors and therefore staff at the garden reserve the right to cancel the visit at short notice. Visit will be restricted to glasshouses if weather unsuitable to be outside In extremely hot weather time spent in the glasshouses will be reduced with extra water breaks provided The application of sun cream is recommended and the wearing of a hat in hot weather Appropriate wet weather clothing provided for staff only. Use of a drying room provided for staff, volunteers and work placements Walk to check tree condition and pick up fallen branches after high winds prior to school visit	1	1	1	
Moving vehicles	Staff, volunteer guides, work placements, school children, teachers, teaching assistants	Bollard in place to restrict vehicle access in front of the house Alternative pedestrian route to crossing the car park Teachers informed on visit to site prior to school visit, of the frequency of moving vehicles on site and possibility of vehicles moving between the inner yard gates near the toilet block. Teachers to explain to children on day of visit about the dangers of moving vehicles. No access for school groups beyond inner gates in the yard area.	2	1	2	

Ticks-population on the increase in the south west (Lymes disease)	Staff, volunteer guides, work placements, school children, teachers, teaching assistants	To date there has been no evidence of the presence of ticks in the garden. Some areas of grass are left long and unmown for the wildlife during the main growing season. There is a mown path through the woodland area where we take school children to see the bee hotel. Only assistance dogs (for the blind and deaf) are permitted in the garden however badgers and foxes frequent the garden. Please advise those on the school visit to be more aware of ticks	1	1	1	
Plants	Staff, volunteer guides ,work placements, school children, teachers, teaching assistants	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 will provide plant material (and other materials) that they consider safe for children to handle. Materials which potentially could cause injury (e.g. bamboo cane) should be passed to the teacher or their assistants for the duration of the visit Teacher to explain to children on the day of visit about the importance of washing hands after touching plants and to only touch those plants, staff and volunteer guides say it is safe to touch. This information will be readdressed at the welcome of the school party as a whole before they split into smaller groups supported by staff and volunteer guides Toilet facilities are provided at the garden for washing hands after handling plant material and before consuming food. Use of toilets to be supervised by teachers and assistants and be aware that other garden visitors, contractors and university staff use the same facilities	2	1	2	
<b>SIGNED DATE</b>	For school: Date:	For Botanic Garden:				

Score	3	2	1
<b>Column A: Severity of Injury:</b>	Major Injury or death	Injury requiring medical treatment	Minor or no injury
<b>Column B: Likely Occurrence:</b>	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)**

<b>Risk Score</b>	<b>Response Times</b>
<b>9</b>	Immediate cessation of activity until interim controls are agreed and implemented
<b>6</b>	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions
<b>3</b>	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring
<b>Less than 3</b>	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.