

RHS Health and Safety Form

FD15 Risk Assessment Template

FD15 Risk Assessment				Ref:								Principal Objectives			
Activity: School Visits Location : PBLC Classrooms and Garden								As appropriate to the task the work activity must be carried out in accordance with the Procedures and Safe Systems of Work.							
People Exposed to Risk															
Employee	Yes	Public	No	Contractor	Yes	Volunteer	Yes	N/E Mother	Yes	Young People	Yes	Disabled People	Yes	Lone Worker	No
Minimum PPE required for activity															
		Face Mask				Respirator				Gloves				Footwear	
Type				Type				Type				Type			
		Hearing Protection				Eye Protection				Overalls				Other	
Type				Type				Type				Type			
Associated hazards <ol style="list-style-type: none"> Vehicles and machinery on site / Site Traffic. Wet, grassy, muddy or slippery surfaces Fire Plants in the garden Insects including bees Water (stream, water features, lake) 								<ol style="list-style-type: none"> Cutting tools – scissors and secateurs, knives (staff only!) Glue guns Moving and handling Mirrors Blindfolds Chemicals used for soil testing 							



Inspiring everyone to grow

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<p>7. Weather</p> <p>8. Lost child</p> <p>9. Child becoming unwell on a school visit</p> <p>10. Covid-19</p>		<p>17. pH and moisture probes</p> <p>18. Soil, compost, perlite and vermiculite and other growing media.</p> <p>19. Glue, paint and other craft resources</p> <p>20. Log seating circle</p> <p>21. Ratios</p>			
How will people be harmed		Controls to mitigate risk (Do not undertake activity until 1 controls / SSOW are in place)	Likelihood 1=very unlikely 5= very likely	Severity 1=minor / negligible 5=very serious / fatal	Risk (FD02) Completed by RHS Staff
1	Impact with moving vehicle causing minor or serious injury.	<p>School groups to be met at the bus by RHS staff and supervised to cross the carpark.</p> <p>Children advised to be aware of work vehicles in the Garden.</p> <p>Children will be supervised by RHS staff and volunteers.</p> <p>Appropriate supervision ratios of staff to school children advised.</p> <p>When walking through the Garden or crossing the car park, children to be supervised at all times and made aware of machinery and moving vehicles.</p>	2	2	Green



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	<p>Exposure to noise</p> <p>Minor or major injury caused by horticultural machinery</p>	<p>Group visits should avoid areas where mowers, hedge cutters or other loud machinery is being used.</p> <p>Children are advised to stay away from all machinery in the Garden.</p> <p>All machinery in the Garden is maintained to ensure safe operation.</p>			
2	Slips, trips or falls causing grazes, cuts, bruises.	<p>Make all visitors aware that surfaces may be slippery or uneven and to take care.</p> <p>Children should be advised to walk and not run in the Garden.</p> <p>Children will be supervised by RHS staff and volunteers.</p> <p>Appropriate supervision ratios of staff to school children advised.</p> <p>Children to be advised to respect the Garden and things within it – we do not climb trees, climb on things.</p>	3	1	Green



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3	Inhalation and burns	<p>Onsite fire procedures to be followed in the incidence of a fire.</p> <p>Visiting staff and children to be advised about fire exits and muster points as part of the health and safety briefing at the start of their visit.</p>	1	3	Green
4	<p>Ingestion of plant parts causing discomfort or sickness.</p> <p>Allergic reactions including hayfever or rash, or reaction to nuts (in bird feeders around site)</p> <p>Some activities involve a tasting element (Fantastic Food)</p>	<p>Remind children that plants can be poisonous – do not put in your mouth; wash hands after being in the Garden and before eating.</p> <p>Make children aware of any plants known to cause an allergic reaction or rash if they are working in an area where these plants grow.</p> <p>Booking form asks about any allergies, requesting that schools make RHS staff aware.</p> <p>Ensure that schools know it is their responsibility to bring any appropriate medication for children with allergies – we do not have anything available onsite.</p>	1	3	Green



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	<p>Plant supports in beds are sharp and can damage eyes</p> <p>Some plants are sharp, spiky, heavy, damp, slippery to handle.</p> <p>Obstacles at eye level such as branches, plant supports (could also include sculptures and structures)</p>	<p>Schools are responsible for their own first aid in the first instance, before calling onsite first aiders. In the event of an allergic reaction, RHS call 999.</p> <p>Make children aware of plant supports and stakes in the Garden.</p> <p>Children reminded to take care when handling sticks and leaves during natural art activities.</p> <p>Known obstacles identified to children and remind them to be aware of plants at all levels.</p>			
5	Stings and allergic reactions including anaphylaxis	See advice above relating to allergies and allergic reactions. RHS should be informed in advance of any child with a known serious allergy and they should carry their own medication.	1	5	Green
6	<p>Falling in – drowning or being very cold</p> <p>Areas of water on site are: Cool Garden, Lake, smaller ponds in the formal gardens.</p> <p>There is a river at the bottom of Rosemoor but not in any public area or where the children should be</p>	During workshop sessions, children will be supervised by RHS staff and made aware of water danger when approaching an area of water.	1	3	Green



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	Some workshops include pond dipping.	<p>Schools advised of suitable normal ratios of adults:children to bring on their visits and are expected to do their own visit risk assessment and offered a pre-visit so that they are familiar with the risks.</p> <p>RHS staff or a volunteer should mark and monitor the boundary between any water and areas that the children are using (in the woods, the lower boundary before the slope to the river)</p> <p>Pond dipping is carried out in an enclosed and supervised area. Not for normal use by self-guided visits.</p>			
7.	<p>Sun and heat – sunburn and heatstroke</p> <p>Cold – hypothermia and unwell</p> <p>Wet – getting too cold and hypothermia</p>	<p>Advise schools as part of the booking process that workshops take place outside at all times of the year and that children and staff should dress accordingly.</p> <p>Schools should bring their own sun cream and are responsible for assisting children to use it.</p> <p>In extreme weather it may be necessary and sensible to</p>	2	2	Green

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		adapt activities to take advantage of shelter in the Garden or use the covered area of the PBLC. Occasionally it may be necessary to move activities indoors.			
8.	A child missing an unsupervised could come across any of the above risks. Additional risk from other visitors, safeguarding issues and the child feeling distress.	Staff should activate and follow the lost child process onsite, informing the Duty Manager and other staff using the radio.	1	5	Green
9.	A child may become unwell with an unknown illness, travel sickness or other illness.	School staff are responsible for the welfare of their children on the visit. RHS staff and First Aiders may assist but in the first instance school staff should be supporting this.	2	2	Green
10.	Risk of catching and spreading the Covid-19, becoming ill with the virus during a school visit.	Refer to the Covid-19 risk assessment for school visits. Children with suspect symptoms should not be brought on the visit. Safety measures in operation onsite and specifically to the school visits programme.	1	5	Green
11.	Scissors used as part of craft activities, occasionally secateurs. Knives used by RHS staff and volunteers to cut vegetables and fruit. May lead to cuts or scratches.	Children will be reminded to be careful with scissors and blades. Secateurs only for use with KS2 upwards and then closely supervised (indoor activities	2	2	Green



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		<p>with at least the required trip ratio or one adult per table).</p> <p>Secateurs should be counted away after use and these and knives should not be left unattended during a workshop, or in the classroom after a workshop.</p> <p>First aid kits in both classrooms.</p>			
12.	<p>Minor burns if glue guns get hot and from the glue.</p> <p>Things being glued together.</p> <p>Electric danger</p>	<p>Glue guns only to be used with years 5-6 upwards and then with close supervision as per visit ratios or at least one adult per table.</p> <p>Safer “cool” glue guns to be used.</p> <p>Advise children on safe use of glue guns, demonstrate first, and remind them that the glue is very sticky. Model safe usage.</p> <p>All electronic items to be PAT tested regularly as per the site policy.</p>	2	2	Green



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13	<p>Moving and handling - Some resources may be heavy or awkward to carry, especially to set up in the garden. Risk of back injury.</p> <p>When hunting for minibeasts, children will be rolling logs to see what is underneath – could hurt back, roll onto a foot or trap fingers</p>	<p>RHS staff to complete and follow training on Lifting and Handling.</p> <p>Use a barrow rather than carry large amounts of equipment.</p> <p>Show children how to safely move a log – roll away from them slowly. Remind them to be careful, mind their fingers and be aware of their friends too.</p> <p>RHS staff to carry a first aid kit and icepack in case of grazes or minor injury.</p>	2	2	Green
14	Hurting eyes, blindness through looking at the sun	<p>Only use in wooded areas under close supervision.</p> <p>Do not use in very bright weather.</p> <p>Advise children not to look at the sun in a mirror.</p> <p>Close supervision to ensure they are using safely</p>	1	3	Green
15	Trips, falls, walking into things due to not being able to see.	<p>Demonstrate safe use.</p> <p>Children with either have a guide not wearing a blindfold or</p>			



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		<p>surrounded by a group of children.</p> <p>Activities within workshops will all be supervised.</p>			
16	Ingestion causing discomfort or sickness	<p>Soil testing to be closely supervised and their safe use demonstrated beforehand.</p> <p>Soil testing kits stored out of reach of children.</p> <p>Children advised about the dangers of chemicals and not to put in their mouth. Hand wash afterwards.</p>	1	2	Green
17	pH probes are sharp – may cause minor injury if poked	<p>Demonstrate safe use and how to carry safely.</p> <p>To be used with supervision as per ratios.</p>	1	2	Green
18	<p>Handling – splinters and small stones causing grazes</p> <p>Tetanus if open wound</p> <p>Dust from perlite and vermiculite</p>	<p>All children to wash hands after handling soil or compost.</p> <p>It is advisable that children have an up to date tetanus injection prior to their visit, and ensure that any open wounds are covered.</p> <p>Tell the children that dry perlite and vermiculite is dusty and not</p>	1	4	Green



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		to breathe it in. Moisten it before use. If it is to be used in a compost mix, RHS staff and volunteers to pre-mix the growing medium.			
19	Ingestion causing discomfort. Reaction to paint on skin	Remind children of safe use of paints and other craft resources. Ensure adequate supervision as per trip ratios and at least one adult per table. Demonstrate safe use. Wash hands after using paints and glues etc. If a child has a reaction, treat with first aid or escalate to 999 call.	2	2	Green
20.	Slippery log surfaces. Temptation to walk along them.	This area only to be used when supervised by RHS staff – it is in a non-public access area of Rosemoor. Children shown to sit on the logs safely and reminded that they may be slippery.	2	2	Green



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		Logs laid down rather than stumps – potentially less tempting for playing on.			
21	<p>Inadequate supervision leading to accidents or near miss incidents.</p> <p>The RHS has set ratios for school groups and these need to be adhered to.</p>	<p>Ratios for school visits: SEN 1:1; EYFS 1:4; Yr.1-3 1:6; Yr.4-6 1:8; Others 1:10</p> <p>Schools are made aware of these ratios on the booking form. Our activities have been planned with these ratios in mind for safety and welfare.</p>	3	1	Green
If a risk rating is above 5, action must be taken to reduce it to a safe level. Record the action taken here:					
Date of Assessment: 6.11.2020		Completed By: Emma Marsh			
Review Date:		Completed By:			



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