HEALTH AND SAFETY RISK ASSESSMENT

Risk assessment ref no:	**2-13**	**Name of responsible person: (Print)**	**Brona Doyle**
Date risk assessment completed:	**21st January 2013**	**Review date:**	**Jan 2014**
Task/Activity:	**Visiting school parties – to assist in writing own risk assessments.**		
Department:	**Schools and Families**	**Location:**	**Royal Botanic Gardens Kew**
Persons at risk:	**Members of public, RBG Kew Staff, Kew Teachers Volunteers, visiting schools**		

Risk/Hazard	Existing Control Measures	Risk Level * (tick one)			Further Action needed to reduce risks *(provide timescales and initials of person responsible)*
		High	Med	Low	
Welfare facilities	■ Public toilet blocks are available (with disabled facilities). ■ All public toilets are regularly supervised and cleaned. ■ Cafeteria facilities are available in the Gardens offering a selection of snacks, hot food and drinks. ■ An internal eating area "Munch Box" (open from 1130 - 1330) is provided for school parties within the Climbers and Creepers building – your 30 minute timeslot comes with your confirmed school booking.			**Low**	■ Leaders of school parties to provide supervision and relevant guidance for all persons within their groups.

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		High	Med	Low	
First aid and medication	■ Qualified first aiders are in the Gardens at all times in the event of an emergency. ***Note:*** Group leaders must accept responsibility for first aid requirements of their pupils or staff should they arise.			**Low**	Leaders of school parties to: ■ Provide first aid cover for persons within their supervision. ■ Carry a portable first aid kit. ■ Ensure they have the Kew Constabulary contact details in case of an emergency (*see health and safety on your visit document).*
Security	■ RBG Kew Constabulary based in the Gardens. ■ RBG Kew Constabulary periodically drive / walk-through / cycle around the Gardens. ■ CCTV strategically sited within the Gardens. ■ CCTV monitored by RGB Kew Constabulary 24/7. ■ All reasonable measures are taken to ensure RBG Kew staff who may be left alone with children or be in a position of substantial access with children have been subjected to Criminal Record Bureau checks.			**Low**	■ Leaders of school parties to provide supervision for all persons within their groups. ■ Some areas within the grounds are signed **PRIVATE**. These areas should not be entered unless accompanied by a Kew employee.
Emergency evacuation	■ Emergency evacuation procedures are in place in all buildings. ■ RBG Kew staff and RBG Kew based contractors are familiar with and regularly practice emergency evacuations. ■ Emergency notices are posted within the site and in all buildings. ■ Dedicated assembly points are indicated on the evacuation notices. ■ When schools groups are with Kew Teaching staff, they will guide them to evacuation routes			**Low**	Leaders of school parties to ensure: ■ Persons within their supervision evacuate buildings upon hearing the alarm. ■ Assemble at the dedicated assembly points.

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		High	Med	Low	
	and assembly points.				
Slips, trips and falls	▪ Access and egress routes (footpaths and driveways) around Gardens maintained. ▪ Moss and lichen removed from walkways / paved areas as required to help prevent slips trips and falls.			**Low**	▪ Leaders of school parties to make persons aware when off tarmac routes to be aware of uneven ground.
Falls from height – Climbing trees	▪ Climbing trees is not permitted. (Refer to RBG Kew regulations). ▪ Active tree management programme in place.			**Low**	▪ Leaders of school parties to provide relevant supervision and instruction for all persons within their groups.
Water courses – lakes, water features, ponds - Drowning Slips, trip and falls	▪ Buoyancy aids provided as required and regularly checked. ▪ Grassed/paved areas adjacent to water maintained. ▪ Areas considered unsafe, due to uneven surface, bad cracking etc. fenced off by use of temporary barriers installed until area made safe.			**Low**	▪ Leaders of school parties to provide supervision and relevant guidance for all persons within their groups.
Legionella	▪ Water management system in place. ▪ Legionella testing carried out. ▪ Risk assessments completed.			**Low**	▪ Leaders of school parties to ensure all party members wash hands before eating as outlined in '*health and safety visit on your visit*' document.
Moving plant/equipment - Vehicular traffic – tractors, grass cutters, electric buggies, bicycles etc	▪ Garden speed restriction of 10 mph in force. ▪ Movement of all non-gardening related vehicles is restricted to a minimum during the Gardens opening hours. ▪ Vehicle access restricted to specific routes. ▪ Only authorised RBG Kew staff operate horticultural vehicles.		**Med**		▪ Leaders of school parties to provide supervision and relevant guidance for all persons within their groups. ▪ Leaders to ensure all individuals in the group are aware or working vehicles in the gardens. ▪ Leaders to note that some vehicles are very quiet and to be observant at all times.

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		High	Med	Low	
	■ Safe working procedures in place to monitor drivers/vehicle movement within the Gardens. ■ In the event of an emergency, non-gardening vehicles are provided with escorts (RBG Kew Constabulary or pedestrian). ■ All equipment maintained to comply with health and safety legislation. ■ Keys removed from ignition switches. ■ Work equipment removed upon completion of work. ■ RBG Kew staff and contractors competent to undertake tasks. ■ On-going supervision provided. ■ RBG Kew staff identifiable by branded clothing and photo security passes. ■ RBG Kew (on site) contractors identifiable by their company branded clothing. ■ Specific risk assessments and method statements in place prior to work commencing.				
Moving plant/equipment - Work equipment – chain saws, strimmers, trimmers, vegetation shredders etc	■ All equipment maintained to comply with health and safety legislation. ■ Warning signage (as appropriate) displayed prior to work commencing. ■ Barriers installed to prohibit access to unauthorised person in the working area. ■ No work equipment left unattended. ■ Keys removed from ignition switches. ■ Work equipment removed upon completion of work. ■ RBG Kew staff and contractors competent to undertake tasks. ■ On-going supervision provided.		Med		■ Leaders of school parties to provide supervision and guidance for all persons within their groups. ■ Some areas within the grounds are signed **PRIVATE**. These areas should not be entered unless accompanied by a Kew employee.

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		High	Med	Low	
	■ All RBG Kew staff and contractors wear high visibility clothing and personal protective equipment. ■ Specific risk assessments and method statements in place prior to work commencing.				
Hazardous substances	■ Use of hazardous substances is only undertaken by competent persons. ■ Hazardous substances are kept in secure environments. ■ Appropriate signage is displayed.			**Low**	
Tree Top Walkway - Falls from height Falling objects	■ Height of protective barriers on staircase and walkway built to Building Regulations specification. ■ Exclusion zone immediately underneath walkway. ■ Emergency telephones located at the base and top of treetop walkway stairs. ■ Emergency telephone located within treetop walkway passenger lift. ■ Signage displayed adjacent to emergency telephones on action to take in the event of an emergency. ***Note:*** *RBG Kew staff **do not** provide supervision on the Tree Top Walkway.*			**Low**	■ Leaders of school parties to provide supervision and guidance for all persons within their groups.

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		High	Med	Low	
Equipment/Play Equipment	■ All equipment is regularly checked to ensure it remains "fit for purpose" and results of inspections are recorded in an equipment log. ■ All play equipment within dedicated play areas i.e. Climbers and Creepers indoor play equipment (suitable for children aged 3-9 years) conforms to current British and European Standards and is subject to regular inspection. ■ Treehouse towers – external play area (suitable for children under the age of 12) conforms to current British and European Standards and is subject to regular inspection. ■ Supervision of visiting school parties provided by school leaders at all times. ***Note:*** *RBG Kew **do not** provide supervisory staff for school parties in play areas.*			**Low**	■ Leaders of school parties to provide supervision for all persons within their groups whilst on the play equipment. ■ Leaders to be aware of other users in the play areas and note age limits.

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		High	Med	Low	
Harmful/poisonous plants/fungi (mushrooms & toadstools)	■ Group leaders of school parties must advise all persons within their supervision that they should not pick or eat any parts of any plants in the Gardens. ■ If prepared plants are to be touched or consumed for educational reasons, the group leaders must check persons within their supervision for any known allergic reactions to plants prior to visiting the Gardens.			**Low**	Prior to visiting the Gardens, leaders of school parties to: ■ Inform persons within their supervision they should not pick or eat any parts of any plants in the Gardens. ■ Check persons within their supervision for any known allergic reactions to plants.
Plants with sharp spines or thorns	■ Many plants within the cactus areas of some glasshouses have sharp spines/thorns – some are placed behind protective screens and warning notices displayed "do not touch". ***Note:*** *Plants with sharp spines/thorns can be found throughout the Gardens.*			**Low**	■ Prior to visiting the Gardens, leaders of school parties should ensure persons within their supervision are made aware of the dangers of touching plants with sharp spines/thorns.

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		High	Med	Low	
Lost / disorientated persons / environment unfamiliar to pupils and supervising adults.	■ Signage displayed at key intersections of Gardens identifying locations of places of interest. ■ Full-time RBG Kew Constabulary carry out periodic patrol of the Gardens. ■ RBG Kew staff; wear branded clothing/uniform and/or photo security passes. ■ All RBG Kew Constabulary and many other staff carry communications aids. ■ An emergency contact number and guidelines are displayed on the '*Health and safety on your visit'* document ***Note:*** *Group leaders must supervise persons in their party to ensure they do not become lost or disorientated.*			**Low**	■ Leaders of school parties to provide supervisory cover for persons within their groups. **SEN 1:1, Reception 1:2, KS1 1:5, KS2 1:8, KS3 1:10, KS4/ 5 1:10** ■ All groups / supervisory persons to be provided with a map, times and what to do in an emergency as outlined in the '*Health and safety on your visit'.*
Cold / wet weather / heat (extreme temperatures / sun exhaustion	■ All school parties are given guidance on what to bring depending on the season on '*health and safety on your visit'* document. ***Note:*** *During the summer months, there are high levels of pollen present and the glasshouses can reach very high temperatures.*				■ Leaders to ensure all participants are briefed and advised on what clothing to bring – depending on the time of year.
Access / services for persons with special needs	■ Ramped accessed to public buildings. ■ Paths accessible for wheelchair use. ■ Lift access available in public buildings. ■ Hearing loop systems in place within entrance Gate Boxes. ■ Limited wheelchair facilities available at entrances to the Gardens (first come basis).			**Low**	■ Prior to visiting the Gardens, leaders of school parties should note their requirements when booking on-line. ■ And discuss with RBG Kew's Education Department any individual needs of members of their group.

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		High	Med	Low	
	■ Limited number of mobility scooters available (must be booked in advance); training provided. ■ Ramped access to RBG Kew Explorer Bus (internal tour of Gardens only – tickets purchased at point of tour). ■ Disabled access to RBG Kew Discovery Bus (internal tour of Gardens only – private hire by prior arrangement).				
Insurance (Public Liability)				**Low**	■ School parties should provide Public Liability insurance cover for their groups.

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DEFINITION OF RISK LEVEL

Kew
PLANTS PEOPLE POSSIBILITIES

Hazard Severity

Likelihood of Occurrence	Negligible Negligible injury, no absence from work	Slight Minor injury requiring first aid treatment	Moderate Injury leading to a lost time accident	High Involving a single death or serious injury	Very High Multiple deaths
Very Unlikely A freak combination of factors would be required for an incident to result	LOW	LOW	LOW	LOW	LOW
Unlikely A rare combination of factors would be required for an incident to result	LOW	LOW	LOW	MEDIUM	MEDIUM
Possible Could happen when additional factors are present, otherwise unlikely to occur	LOW	LOW	MEDIUM	MEDIUM	HIGH
Likely Not certain to happen but an additional factor may result in an accident	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Very Likely Almost inevitable that an incident would result	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Action Priority Table

Risk Level Rating	Action	Priority
High	Significant risk	Immediate Action Required
Medium	Risk must be reduced where further actions identified	Action Required
Low	Risk is controlled but monitor the control measures	Ongoing Monitoring Required

LOW RISK	May be acceptable; review task to see if risk can be reduced further.
MEDIUM RISK	Task should only proceed with appropriate management authorisation after consultation with Health and Safety Team. Where possible, the task should be redefined to take account of the hazards involved or the risk should be reduced further prior to task commencement.
HIGH RISK	Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement.

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