# HEALTH AND SAFETY RISK ASSESSMENT

**Risk assessment ref no:** 3-18  
**Name of responsible person:** (Print)  
Helen Gill  

**Date risk assessment completed:** 3rd September 2018  
**Review date:** 3rd September 2019  

**Task/Activity:** Visiting school parties – to assist in writing own risk assessments.  

**Department:** Formal Learning/Schools  
**Location:** Royal Botanic Gardens, Kew  

**Persons at risk:** Members of public, RBG Kew Staff, Kew Teachers, Schools Volunteers, Visiting School Parties  

<table>
<thead>
<tr>
<th>Risk/Hazard</th>
<th>Existing Control Measures</th>
<th>Risk Level * (tick one)</th>
<th>Further Action needed to reduce risks (provide timescales and initials of person responsible)</th>
</tr>
</thead>
</table>
| Contact with moving machinery or material being machined | - 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.  
- 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. | 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. |

* See attached sheet for definition of Risk Level
## HEALTH AND SAFETY RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Struck by moving, flying or falling object</th>
<th>Existing Control Measures</th>
<th>Risk Level * (tick one)</th>
<th>Further Action needed to reduce risks (provide timescales and initials of person responsible)</th>
</tr>
</thead>
</table>
| **Tree Top Walkway**                      | • Gardens are closed to public when it is deemed there is danger to visitors from weather conditions.  
• 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. | **Low** | • Leaders of school parties to check Kew website, Met office and transport websites to see if any restrictions have been put in place.  
**Risk of falling branches.**  
• Supervising adults not to stand groups under trees in adverse conditions e.g.: high winds, lightning storms or heavy snow. |
| **Struck by moving vehicle**               | • 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.  
• Safe working procedures in place to monitor drivers/vehicle movement within the Gardens.  
• In the event of an emergency, emergency service vehicles are provided with escorts (RBG Kew Constabulary or pedestrian).  
• All equipment maintained to comply with health and safety PUWER (Provision and use of Work Equipment Regulations) 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. | **Low** | • 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 of working vehicles in the gardens.  
• Leaders to note that some vehicles are very quiet and to be observant at all times.  
• Leaders to move groups out of the way of vehicles until they are safely past |

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## HEALTH AND SAFETY RISK ASSESSMENT

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<table>
<thead>
<tr>
<th>Risk Category</th>
<th>Details</th>
<th>Risk Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RBG Kew (on site) contractors identifiable by their company branded clothing. Visitors given right of way</td>
<td>• Specific risk assessments and method statements in place prior to work commencing.</td>
<td>Low</td>
<td>• Leaders of school parties to provide supervision and relevant guidance for all persons within their groups</td>
</tr>
<tr>
<td>Slip, trip or fall on same level</td>
<td>• Areas considered high risk, due to uneven surface, bad cracking etc. fenced off by use of temporary barriers installed until area made safe.</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>Fall from height</td>
<td>• Climbing trees is not permitted. (Refer to RBG Kew regulations). • Active tree management programme in place.</td>
<td>Low</td>
<td>• Leaders of school parties to provide relevant supervision and instruction for all persons within their groups.</td>
</tr>
<tr>
<td>Tree Top Walkway</td>
<td>• Height of protective barriers on staircase and walkway built to Building Regulations specification. • 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.</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>Drowning or asphyxiation, working over or near water</td>
<td>• Water rescue equipment located in areas of open water</td>
<td>Low</td>
<td>• Leaders of school parties to provide supervision and relevant guidance for all persons within their groups. • Young groups to be kept away from the edge of areas of open water.</td>
</tr>
<tr>
<td>Exposure or contact with harmful substance e.g. chemicals/dust/fumes etc</td>
<td>• Use of hazardous substances is only undertaken by competent persons. • Hazardous substances are kept in secure environments. • Appropriate signage is displayed.</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>Legionella</td>
<td>• Water management system in place. • Legionella testing carried out. • L8 Risk assessments completed.</td>
<td>Low</td>
<td>• Leaders of school parties to ensure all party members wash hands before eating as outlined in ‘health and safety visit on your visit’ document.</td>
</tr>
</tbody>
</table>
## HEALTH AND SAFETY RISK ASSESSMENT

### Exposure to heat / fire/cold/damp
- 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.

### Injury by an animal
- Kew constabulary available to deal with incidents (see health and safety on your visit document)

### Safeguarding
- Safeguarding policy and procedures in place.
- Staff, volunteers, contractors follow safeguarding Code of Good Practice.
- Staff, volunteers, contractors and relevant others, working with children have undergone appropriate DBS checks and training.
- There is clear communication to schools that they remain responsible for their pupils at all times within the Gardens. Recommended ratios adults-to-children for school groups/activities:
  
  **EYFS.** 1:2  
  **KS 1.** 1:5  
  **KS 2.** 1:8  
  **KS 3.** 1:10  
  **KS 4 & 5.** 1:12  
  **SEND 1:** 1
  
  - Staff, volunteers and contractors know how to contact constabulary.
  - Images of pupils are only taken by Kew staff members with written consent of schools.

### Exposure to allergens – Allergic response to plant materials including sap
- Kew constabulary available to deal with incidents (see health and safety on your visit document)

### Med
- Leaders to ensure all participants are briefed and advised on what clothing to bring – depending on the time of year.
- In hot weather supervising adults should, where possible, make use of shaded areas.
- Pupils and staff are encouraged to drink plenty of water.
- Supervising adults should enquire of Kew staff water tap locations around the Gardens.
- Contact Kew Constabulary in case of emergency: (see health and safety on your visit document)

### Low
- Supervising adults to avoid any contact with animals on site and supervise pupils to prevent contact.

- Supervising adults to inform a member of Kew staff if unauthorised photos are being taken of the pupils by members of the public.

- Supervising adults to make Kew teachers aware of any known allergies at the start of any taught sessions.
- Pupils to be told not to pick, collect, put items or their fingers in their mouth.

* See attached sheet for definition of Risk Level
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Level</th>
<th>Action</th>
</tr>
</thead>
</table>
| **Harmful/poisonous plants/fungi** (mushrooms and 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.  
Please refer to the Garden Regulations, no parts of a plant should be collected from the ground or picked unless with Kew staff supervision. | Low   | Prior to visiting the Gardens, leaders of school parties to:  
• Inform persons within their supervision they should not pick, collect 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. |
| **Environment unfamiliar to students and their supervising adults** | • Documentation e-mailed to schools outlining adult supervision ratios, a site map, Health and Safety information and risk assessment form.                                                                                     | Low   | Leaders of schools groups to ensure that the correct number of adults is present to manage the group sizes effectively. These ratios are

- **EYFS:** 1:2  
- **KS1:** 1:5  
- **KS2:** 1:8  
- **KS3:** 1:10  
- **KS4 & 5:** 1:12  
- **SEND:** 1:1

• Leaders of school groups to read supporting information documents which have been emailed to them including:  
  - Top tips for teachers; a map; H&S info and risk |
## HEALTH AND SAFETY RISK ASSESSMENT

* See attached sheet for definition of Risk Level

### Students getting separated from their group

- 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.
- Kew schools team have emergency contact number for leaders of school groups.

**Note:** Group leaders must supervise persons in their party to ensure they do not become lost or disoriented.

- Low
- Ensure that the schools team have an emergency telephone number for the lead teacher, preferably a mobile number and ensure that this mobile is available at all times.
- 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’.
- Leaders of school parties to ensure all accompanying and supervisory adults have relevant paperwork on them at all times.

### 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 pupils or be in a position of substantial access with pupils have been subjected to Disclosure and Barring Service checks.

- 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 (open from 1130 - 1330) is provided for school parties beside the Climbers and Creepers building – your 30 minute booked timeslot comes with your paid school booking.

- Low
- Leaders of school parties to provide supervision and relevant guidance for all persons within their groups.
**HEALTH AND SAFETY RISK ASSESSMENT**

<table>
<thead>
<tr>
<th><strong>First Aid and Medication</strong></th>
<th>Low</th>
<th>Leaders of school parties to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Qualified first aiders are in the Gardens at all times in the event of an emergency. Qualified first aiders in Constabulary are also trained in Paediatric First Aid. <strong>Note:</strong> Group leaders must accept responsibility for first aid requirements of their pupils or staff should they arise.</td>
<td></td>
<td>• Provide first aid cover for persons within their supervision.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Carry a portable first aid kit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ensure they have the Kew Constabulary contact details in case of an emergency (<em>see health and safety on your visit document</em>).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Emergency Evacuation</strong></th>
<th>Low</th>
<th>Leaders of school parties to ensure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Emergency evacuation procedures are in place in all buildings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• RBG Kew staff and RBG Kew based contractors are familiar with and regularly practice emergency evacuations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Emergency notices are posted within the site and in all buildings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Dedicated assembly points are indicated on the evacuation notices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• When schools groups are with Kew Teaching staff, they will guide them to evacuation routes and assembly points.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Persons within their supervision evacuate buildings upon hearing the alarm and assemble at the dedicated assembly point.</td>
</tr>
</tbody>
</table>

| **Play Equipment** | 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. |
| • 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 3-7 years*) conforms to current British and European Standards and is subject to regular inspection. |
| • All play equipment inspected and verified by RoSPA |
| • 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. |

* See attached sheet for definition of Risk Level
### 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).
- 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)

| RBG Kew holds Public Liability Insurance. |

* 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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HEALTH AND SAFETY RISK ASSESSMENT

DEFINITION OF RISK LEVEL

<table>
<thead>
<tr>
<th>Hazard Severity</th>
<th>Action Priority Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negligible</td>
<td>Action</td>
</tr>
<tr>
<td>Slight</td>
<td>Priority</td>
</tr>
<tr>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Very High</td>
<td></td>
</tr>
</tbody>
</table>

**Likelihood of Occurrence**

<table>
<thead>
<tr>
<th>Very Unlikely</th>
<th>Risk Level Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A freak combination of factors would be required for an incident to result</td>
<td>High</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Medium</td>
</tr>
<tr>
<td>A rare combination of factors would be required for an incident to result</td>
<td>Medium</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
</tr>
<tr>
<td>Could happen when additional factors are present, otherwise unlikely to occur</td>
<td>Low</td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
</tr>
<tr>
<td>Not certain to happen but an additional factor may result in an accident</td>
<td>Low</td>
</tr>
<tr>
<td>Very Likely</td>
<td>Low</td>
</tr>
<tr>
<td>Almost inevitable that an incident would result</td>
<td>Low</td>
</tr>
</tbody>
</table>

**Risk Level Rating**

- High: Significant risk
- Medium: Risk must be reduced where further actions identified
- Low: Risk is controlled but monitor the control measures
- Very Low: May be acceptable; review task to see if risk can be reduced further

**Action Priority**

- Immediate Action Required
- Action Required
- Ongoing Monitoring Required

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