

## Risk Assessment University of Leicester Botanic Garden and Attenborough Arboretum

No	Hazard	Risk	Control Measures to Mitigate Risk	Additional Control Measures
1	Poisonous, thorny, sharp, stinging or blister causing plants	Physical injury	<ul style="list-style-type: none"> <li>○ Children are told not to touch anything unless supervised by a member of the Garden staff, and to take extra care if running about at lunchtime.</li> </ul>	<ul style="list-style-type: none"> <li>○ First-aid kits are available and include sting-relief spray.</li> </ul>
2	Ponds	Slipping on the board walk Drowning	<ul style="list-style-type: none"> <li>○ Children are told to keep away from the edges of the ponds and to walk carefully.</li> </ul>	<ul style="list-style-type: none"> <li>○ Children carefully supervised around the ponds.</li> </ul>
3	General public	Inappropriate contact	<ul style="list-style-type: none"> <li>○ Staff supervision ensures that at no time are children left alone without an approved adult from the school.</li> <li>○ All Garden teaching staff have an enhanced CRB disclosure.</li> </ul>	<ul style="list-style-type: none"> <li>○ Children are escorted to the toilet.</li> </ul>
4	Falling tree branches	Physical injury	<ul style="list-style-type: none"> <li>○ Branches in danger of falling are monitored and cut down and any risk areas fenced off.</li> </ul>	<ul style="list-style-type: none"> <li>○ Children are told not to climb trees or throw sticks / branches.</li> </ul>
5	Vehicles / mechanical operations	Injury	<ul style="list-style-type: none"> <li>○ Children are very carefully supervised near the entrances by the road.</li> <li>○ Children are closely supervised and escorted around any on-site vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>○ The children only alight from their school vehicle on the pavement side.</li> </ul>
6	Paths and steps	Injury	<ul style="list-style-type: none"> <li>○ Children are told to walk carefully to avoid slipping or tripping on the paths and steps.</li> </ul>	<ul style="list-style-type: none"> <li>○ Children are carefully supervised at all times.</li> </ul>
7	Fire	Injury	<ul style="list-style-type: none"> <li>○ Everyone is informed that they assemble outside in the event of a fire and only return to the building when it is safe to do so.</li> <li>○ Smoke alarms, fire extinguishers and signage in place.</li> </ul>	<ul style="list-style-type: none"> <li>○ In the event of a serious fire the emergency services are contacted as soon as possible.</li> </ul>
8	Allergies: to pollen, nuts, bee-stings, wheat, etc.	Induce allergic reaction	<ul style="list-style-type: none"> <li>○ School to inform Garden staff of any allergies.</li> <li>○ No nuts are collected in any of the programmes, however nut trees are present in the Garden and Arboretum.</li> <li>○ Children are told of every ingredient that goes into food samples they may be offered.</li> </ul>	<ul style="list-style-type: none"> <li>○ Susceptible children to bring medication.</li> </ul>
9	Sculptures	Physical injury	<ul style="list-style-type: none"> <li>○ Children are advised to take care when observing any sculptures.</li> </ul>	<ul style="list-style-type: none"> <li>○ Children are carefully supervised at all times.</li> </ul>

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10	Sunshine	Sunburn	<ul style="list-style-type: none"> <li>○ Children are advised to bring sun cream and a hat on sunny days and to reapply during the day.</li> </ul>	<ul style="list-style-type: none"> <li>○ Shady areas are available.</li> </ul>
11	Bees and small animals	Injury caused by stings / animal bites	<ul style="list-style-type: none"> <li>○ Children are shown how to safely collect animals and are supervised while they are doing so.</li> <li>○ Children are told not to collect any creature that could cause them injury.</li> </ul>	<ul style="list-style-type: none"> <li>○ Sting-relief spray is available in the first-aid kits.</li> </ul>
12	Pre-existing illness / injury	Worsening of the condition	<ul style="list-style-type: none"> <li>○ School to inform Garden staff beforehand.</li> <li>○ An adult stays with the injured / ill child and waits with them until either the child has recovered enough to join the other children, or a parent / guardian arrives to collect them.</li> </ul>	<ul style="list-style-type: none"> <li>○ The school is informed as soon as possible.</li> <li>○ Landline telephone available at the Botanic Garden; mobile phone only at Arboretum.</li> </ul>
13	Getting lost	A child becomes separated from their group	<ul style="list-style-type: none"> <li>○ Children are told to stay with their accompanying adult at all times; exceptions to this may be made in the case of secondary schools.</li> <li>○ The adult does a regular 'head count' of their group.</li> <li>○ The LEA ratio recommendations are maintained.</li> <li>○ The Botanic Garden staff are informed immediately if a child is missing.</li> </ul>	<ul style="list-style-type: none"> <li>○ Children supervised at all times.</li> </ul>
14	Inappropriate clothing / footwear	Children may become cold, wet or over heated or fall over	<ul style="list-style-type: none"> <li>○ Children are informed in advance that the activities will be taking place outside whatever the weather and to come wearing suitable clothing / footwear.</li> </ul>	<ul style="list-style-type: none"> <li>○ A box of some spare clothing and footwear is available at the Botanic Garden.</li> </ul>
15	Hot water & radiators	Children becoming scalded or burned	<ul style="list-style-type: none"> <li>○ Urns and kettles are kept in the far corners of the classrooms.</li> <li>○ Only adults have hot drinks and children are given clear warnings if they are nearby when an adult is moving with a hot drink.</li> <li>○ Everyone is advised that radiators may be hot.</li> </ul>	