# School Visits Risk Assessment

## University of Leicester Botanic Garden and Attenborough Arboretum

<table>
<thead>
<tr>
<th>No</th>
<th>Hazard</th>
<th>Risk</th>
<th>Control Measures to Mitigate Risk</th>
</tr>
</thead>
</table>
| 1  | Fire   | Injury | - Smoke alarms, fire extinguishers and signage in place.  
|    |        |       | - In the event of a serious fire the emergency services are contacted as soon as possible.  
|    |        |       | - Everyone is informed that they go to the designated assembly points in the event of a fire and only return to the building when it is safe to do so.  
|    |        |       | - Children stand away from the 10cm charcoal burner when lit and are warned it is hot and not to touch. |
| 2  | Vehicles / mechanical operations | Injury | - Children are supervised near the entrances by the road.  
|    |        |       | - Children are closely supervised and escorted around any on-site vehicles.  
|    |        |       | - Children alight from their school vehicle only on the pavement side. |
| 3  | Paths and steps (incl. a small step ladder 1m high) | Injury | - Children are supervised at all times and told to walk carefully to avoid slipping, tripping or falling on the paths and steps.  
|    |        |       | - Toilet steps in Knoll house marked with white tape  
|    |        |       | - If there is extensive ice on the paths then the outside Garden / Arboretum area will be closed. |
| 4  | Railings | Falling | - Children are supervised and told not to climb on any railings. |
| 5  | Sculptures | Physical injury | - Children are supervised and advised to take care when examining any sculptures. |
| 6  | Ponds | Slipping on the board walk Drowning | - Children are supervised, told to keep away from the edges of the ponds and to walk carefully.  
|    |        |       | - A box of spare clothing and footwear is available at the Botanic Garden. |
| 7  | Falling tree branches | Physical injury | - Children are told not to climb trees or throw sticks / branches. |
| 8  | Poisonous, thorny, sharp, stinging or blister causing plants | Physical injury | - 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.  
|    |        |       | - First-aid kits are available and include sting-relief spray. |
| 9  | Allergies: to pollen, nuts, Bee-stings, wheat, etc. | Induce allergic reaction | - School to inform Garden staff of any allergies.  
|    |        |       | - No nuts are collected in any of the programmes, however nut trees are present in the Garden and Arboretum.  
|    |        |       | - Children are told of every ingredient that goes into food samples they may be offered.  
|    |        |       | - Susceptible children to bring medication and this to be carried by themselves/ their group leader who is able to administer it. |
| 10 | Bees and small animals | Injury caused by stings / animal bites | - Children are shown how to safely collect animals and are supervised while they are doing so.  
|    |        |       | - Children are told not to collect any creature that could cause them injury.  
|    |        |       | - Sting-relief spray is available in the first-aid kits. |
| 11 | Sunshine | Sunburn | - Children are advised to bring sun cream and a hat on sunny days and to reapply during the day.  
|    |        |       | - Shady areas are available. |
| 12 | Lightning
Very heavy rain or hail
High winds | Injury | - Everyone returns to the classroom if there is lightning in the local area.
- Everyone returns to the classroom if very heavy rain or hail starts on site.
- If the wind speed is consistently over 47mph then the Garden / Arboretum outside area will be closed. |
| 13 | Inappropriate clothing / footwear | Children may become cold, wet or over heated or fall over | - Children are informed in advance that the activities will be taking place outside whatever the weather and to come wearing suitable clothing / footwear. |
| 14 | General public | Inappropriate contact | - Staff supervision ensures that at no time are children left alone without an approved adult from the school.
- All Garden teaching staff have an enhanced DBS check.
- Children are escorted to the toilets. |
| 15 | Getting lost | A child becomes separated from their group | - Children are told to stay with their accompanying adult at all times; exceptions to this may be made in the case of secondary schools.
- The adult does a regular ‘head count’ of their group.
- The LEA staff/child ratio recommendations are required.
- The Botanic Garden staff are informed immediately if a child is missing. |
| 16 | Pre-existing illness / injury | Worsening of the condition | - School to inform Garden staff beforehand.
- 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.
- The school is informed as soon as possible.
- Landline telephone available at the Botanic Garden; mobile phone only at Arboretum. |
| 17 | Hot water & radiators | Children becoming scalded or burned | - Urns and kettles are kept in the far corners of the classrooms.
- Only adults have hot drinks and children are given clear warnings if they are nearby when an adult is moving with a hot drink.
- Everyone is advised that radiators may be hot. Toilet radiator in Knoll has a protective cover.
- Knoll kitchen is out of bounds to children |
| 18 | Scissors, glue | Children being cut or harmed | - Only children scissors and PVA glue are used by children
- Children are supervised while cutting or sticking |
| 19 | Windows | Falling out of windows | - All Knoll ground floor windows are either secured shut or have a safety chain to prevent full opening
- Stair gates are in place at the bottom of both staircases in the Knoll with clear No Entry signs to prevent anyone going upstairs |
| 20 | Table and chairs | Children hurting themselves on furniture | - Tables and chairs are set out to ensure safe arrangements |
| 21 | Dogs | Children frightened or bitten
Contamination from faeces | - All dogs are kept on a lead
- Faeces cleared up by dog owners or University personnel. |