





# Record of General Assessment of Significant Risks

5 pages

<b>Operational Activity: GENERAL risk assessment for school activity – KS 3,4 and 5</b> Please use the information the relevant information in this risk assessment to complete your own prior to an assisted visit to Wakehurst				Date of Assessment: October 2025 To be reviewed October 2026			
<b>Site: RBG Kew</b> <b>Wakehurst</b> <b>Assessor/s:</b> Hayley Young Lead Teacher		<b>Department:</b> Public Programmes <b>Signed off by:</b> Julie Whelan Learning Manager		<b>Unit:</b> Learning Programme			
							
Item	Sub-activity	Risk rank (H,M,L)	People especially at risk* Students and their carers	Further action required	Person responsible	Action taken	
	Hazard		Existing controls				
1	Environment unfamiliar to pupils, students and their supervising adults	L	The most effective approach to managing a safe visit is to ensure that the correct number of adults is present to manage the group sizes effectively. This is the responsibility of the school  Ratio of adults to students. NB 1:1s do not count towards ratios KS 3 - 1:10, KS4 1:12, KS5 1:12  All adults are briefed about the programme of activity. They are aware of the potential hazards and how to respond to them.  During planning, the hazards are discussed with the lead teacher. A planning visit to the site recommended prior to first visit  Relevant risk assessments provided to support the school to prepare own risk assessment.  At point of entry students and adults are made aware of hazards and advised suitable ways of responding	None	Wakehurst Teacher		

<b>2</b>	Safeguarding	L	<p>Safeguarding policy and procedures in place.</p> <p>Staff, volunteers, contractors follow safeguarding Code of Good Practice.</p> <p>Staff and volunteers working with children have undergone appropriate DBS checks and training.</p> <p>Clear communication to schools that they always remain responsible for their pupils within the Gardens.</p> <p>Recommended ratios adult:pupils for school groups (see above)</p> <p>Wakehurst staff and volunteers know how to contact Duty Managers in case of a concern</p> <p>Images of pupils are only taken by Wakehurst staff members with written consent of parents/carers and accompanying adults.</p>	None	Safeguarding officer, Learning Manager, Wakehurst teacher	
<b>3</b>	Existing medical conditions such as Asthma, hay fever and eczema	L	School teacher asked to advise Wakehurst staff of any medical problems in order that activities can be planned safely for all.	None	Wakehurst Teacher	
<b>4</b>	Working machinery and moving vehicles	L	Groups advised to listen out for approaching vehicles and group move to one side if on a shared path. Groups advised not to approach staff operating machinery such as strimmers and mowers. Where access roads or car parks have to be crossed, adults will see pupils safely over to the other side.	None	Wakehurst Teacher	
<b>5</b>	Children getting lost	L	Pupils should stay in their groups in sight of their group leaders. Wakehurst has a Lost Child Procedure in place which can be activated immediately if necessary.	None	Wakehurst Teacher	
<b>6</b>	Slips on hard gravel. Paths, grass or other uneven surfaces in gardens, woodland and meadows	L	<p>Pupils should wear sound footwear with covered toes and are advised to walk during workshops and move with particular care in particularly uneven areas such as woodland.</p> <p>Wakehurst staff to assess suitability of paths at beginning of visit considering prevailing weather conditions.</p>	None	Wakehurst Teacher	
<b>7</b>	Moving across bridges	M	Accompanying adults should ensure the groups are aware and take extra care, walking in single file where necessary.	None	Wakehurst Teacher	

<b>8</b>	Cold/wet weather	L	This is discussed at the planning stage and teachers are advised to give pupils details of warm and waterproof clothing that will make the visit comfortable for all.	None	Wakehurst Teacher
<b>9</b>	Sun exposure	L	This is discussed at the planning stage and teachers are advised to give pupils details of the need for sunscreen, sunhat and lightweight clothes that cover the skin.	None	Wakehurst Teacher
<b>10</b>	Dipping at the water's edge	L	Pond dipping is only undertaken in small, supervised groups. Pond dipping areas are flat, well defined. Dipping areas conform to LA and ROSPA guidelines Reaching Poles available Area is checked by education staff before use to assess suitability for use according to prevailing weather conditions. Group given instruction for safe working in areas. High level of adult supervision maintained during activity. Maximum of 6 pupils dip at water's edge at any time.	None	Wakehurst Teacher
<b>11</b>	Dirty hands after handling with soil, water or plants	L	After the activity and always before eating, everyone should wash their hands or use sanitising gel. Sanitising gel should be used after work involving freshwater or activities where soil is being touched. During activities students should avoid putting fingers into mouths. Nursery staff use sterilised growth media for potting activities	None	Wakehurst Teacher
<b>12</b>	Exposure to allergens - allergic response to plant materials including seeds and sap	M	At the planning meeting any known allergies are recorded and measure taken to avoid any exposure to allergen Workshops do not use peanuts. Other types of nut in workshops can be swapped out of workshops if necessary	None	Wakehurst Teacher
<b>13</b>	Exposure to garden chemicals	L	Nursery staff are aware when preparing materials for workshops and use untreated seeds avoid hazardous chemical use	None	Nursery Horticulture team
<b>14</b>	Existing cuts, grazes and skin conditions.	M	Teachers should ensure that fresh exposed wounds are covered. For activities involving soil, leaf litter or water plastic gloves can be provided.	None	Wakehurst Teacher
<b>15</b>	Woody materials at eye level, twigs can rebound as individuals move through woodland.	L	Areas used for education are regularly monitored by Arboriculture staff. Pupils advised of safe working and consideration for others. Supervising staff to carry saline pods for eyewash.	None	Wakehurst Teacher

<b>16</b>	Exposure to plants or animals that can cause stings ticks or bites	M	<p>Working in areas of tall vegetation increases the potential for stings ticks and bites. At the planning stage, groups advised to wear suitable clothing covering legs and arms for bites. Teachers alert pupils to the possible risk on arrival at site.</p> <p>Ticks: recommend covering arms and legs – long trousers, long sleeved tops and long socks plus schools including tick remover in the first aid kits they bring.</p>	None	Wakehurst Teacher	
<b>17</b>	<p>Injury from dogs walked in the gardens.</p> <p>Hazard from dog waste</p>	L  L	<p>Visitors with dogs given leaflet on entry including 'Canine Code' that includes keeping dogs under control at all times. keeping on short lead at all times, sticking to designated paths and clearing up after their dog.</p> <p>Designated dog walking paths are away from our teaching areas and lunch areas.</p> <p>There are specific areas of the gardens where dogs are not permitted including our main teaching areas, children's play spaces and children's lunch areas. These areas are listed on the map within the dog walking leaflet and clearly signposted on site.</p> <p>First aid trained staff on site at all times during opening hours. Waste bags provided to visitors upon entry/exit. Waste bins provided around site and clearly signposted on the map.</p> <p>Deep clean of dog walking areas carried out weekly.</p> <p>At the planning stage, teachers to be made aware of any particular dog phobias or allergies and teaching spaces/ walking routes can be moved accordingly.</p>	None	Wakehurst Teacher	
<b>18</b>	Electrical equipment	L	<p>Workshop set up to take account of room lay out and safe movement. Cables should be tidy and close to sockets.</p> <p>All Electrical devices are PAT tested annually. Students and adults are instructed on correct usage of equipment.</p>	None	Wakehurst Teacher	
<b>19</b>	Exposure to sharp objects e.g. equipment such as knives and scissors	L	Use planned according to the age and skill of the pupils. Older pupils may use some types of dissecting equipment under close supervision.	None	Wakehurst Teacher	

\*such as employees, public, contractors, young persons, pregnant women.

Black: Little or no provision for risk control.

Amber: A reasonable standard of control but some remaining issues require action.

Red: Risk control incomplete or implementation unsatisfactory.

Green: Risks minimised and a good standard of control achieved.

### RISK RANKING MATRIX

Purpose: allocating action priorities for significant risks

Foreseeable consequence		Chance of exposure occurring			
Ill Health	Injury	I	R:fffflQI	Improbable	Incredible
Multiple fatalities	Multiple fatalities	H	M	L	
Single fatality	Single fatality	H			
Chronic or acute ill health	Major injury or permanent disability	M	L		
Minor ill health	Minor injury or temporary disability	L			
No known health effect					

Category definitions: \* chance of exposure

\*Chance = probability

	<p>The exposure occurs frequently during the normal course of the activity or process.</p> <p>The exposure will occur occasionally during the activity or process.</p> <p>The exposure is unlikely to occur. It will only occur exceptionally during the activity or process.</p> <p>The exposure is extremely unlikely to occur. It can be assumed that it may not occur.</p>
Occasional	
Improbable	

Probability

- H High
- M Medium
- L Low