

Cambridge University Botanic Garden School Visit Risk Assessment

This risk assessment is intended for use as a guide only in the development of your own visit risk assessment, specific to the needs of your group.

Controls in bold are applicable to ALL of the following hazards				
• Maximum of 150 pupils per visit • Minimum ratio of 1 adult:10 children for age 8-16 yrs and 1:5 for age 7 yrs and under • Adults to maintain close supervision of pupils at all times • Guidance notes contain detailed information for teachers on health and safety in the Garden • Pupils should work in small groups				
Known or suspected hazard	L	M	H	Controls in place to reduce the risk
Over-crowding of glasshouses - Breaking glass - Damage of plants		x		• Groups advised of the need to visit glasshouses in small groups at staggered intervals • Groups are required to supervise pupils at all times according to stated ratios
Heat Stress		x		• Groups are advised not to work in tropical glasshouses for more than 20 minutes during hot weather • In extreme heat events you may be advised not to enter the glasshouses at all • Drinking water is available at the Geoffrey and Eileen Adams Garden Room, the Garden café and toilet blocks
Lost Child			x	• Adults to inform Botanic Garden staff in event of a lost child • Botanic Garden staff to initiate lost child procedure
Emergency e.g. fire			x	• Guidance notes contain information for group leaders about emergency procedures • Teachers are invited to come to the Garden for a free pre-visit
Adverse weather conditions			x	• Safety Officer will close the Garden if there is a risk of danger due to high winds or other extreme weather conditions
Injuries from slips, trips, falls		x		• Paths and walkways inspected regularly • Pupils are not allowed to run in the Garden • School pupils are not permitted on the Rock Garden, British Wild Plants Mound or stepping stones across the lake • Path edges and paths may be slippery when wet, extra care to be taken

Poisoning from ingestion of plant material Injury from plants - e.g. spiny plants: <i>Pandanus</i> , Cacti and Succulents			x	- Groups are required to supervise pupils at all times according to stated ratios - If a pupil ingests a plant, attempt to get a sample piece or photograph of the plant so identification can be made - Trained first aiders on site - Adults should ensure that pupils do not touch any plants in the Arid Lands glasshouse or any prickly plants when out in the Garden
Allergic reaction			x	- Information on common allergens included in Guidance notes - Trained first aiders on site - Learning officer to check with group leader of any known allergens before activity where appropriate - Adults should escort pupils with mild allergic reaction to an indoor area and contact Botanic Garden Staff to call a first aider. - Adults to remind all pupils to be aware of and avoid disturbing stinging insects such as bees e.g. feeding in flowers
Drowning - Lake and other water features			x	- Adults to ensure pupils stay back from the edge of the Lake and other water features in the garden - Life buoys / lines present
Fall from height - Climbing trees			x	Climbing trees is not permitted
Injury from branch drop			x	- At risk trees will be roped off during prolonged dry weather and when trees are identified as at risk for other reasons. - Adults to ensure children do not enter roped areas.
Garden Machinery and vehicles			x	- Adults to remain alert to machinery being used in the garden and direct pupils accordingly - Site-wide vehicle speed restrictions are in place - Garden staff close areas where heavy machinery is being used, group leaders are responsible for keeping pupils behind barriers.
Other visitors to the garden		x		Adults responsible for the location of their group at all times
Scalds and burns		x		Children are not permitted in the kitchen area of the Garden Room
Injury from stacked chairs falling	x			Chairs stored appropriately to prevent risk of falling

Reviewed: 26.8.26