

Record of General Assessment of Significant Risks

5 pages

Operational Activity: Risk assessment for school activity – EYFS, KS1 and KS2 Please use the relevant information in this risk assessment to complete your own prior to an assisted visit to Wakehurst				October 2025. To be reviewed October 2026.		
Site: RBG Kew Wakehurst Department: Public Programmes Learning Programme						
Assessor/s: Hayley Young Lead Teacher Signed off by: Julie Whelan Learning Manager				Black Red Amber Green X		
Item	Sub-activity Hazard	Risk rank (H,M,L)	People especially at risk* - pupils and accompanying school staff and other adults Existing controls	Further action required	Person responsible	Action taken
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 are present to manage the group sizes effectively. This is th4 responsibility of the school. Ratio of adults to students: EYFS – 1:4 KS 1 - 1:5 KS 2 - 1:8 NB 1:1s do not count towards overall ratio. 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 of suitable ways of responding. Pupils are supervised at all times in the classrooms and teaching spaces and on arrival and departure of teaching spaces.	None	Wakehurst Teacher	

2	Safeguarding	L	Safeguarding policy and procedures in place. Staff, volunteers, contractors follow safeguarding Code of Good Practice. Staff and volunteers working with children have undergone appropriate DBS checks and training. Clear communication to schools that they always remain responsible for their pupils within the Gardens. Recommended ratios adult:pupils for school groups (see above) Wakehurst staff and volunteers know how to contact Duty Managers in case of a concern Images of pupils are only taken by Wakehurst staff members with written consent of parents/carers and accompanying adults.	None	Safeguarding officer, Learning Manager, Wakehurst teacher	
3	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	
4	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 road or carpark has to be crossed, adults will supervise crossing.	None	Wakehurst Teacher	
5	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	
6	Slips on hard gravel. Paths, grass or other uneven surfaces in gardens, woodland and meadows	L	Pupils should wear sound footwear and are advised to walk during workshops and move with particular care in particularly uneven areas such as woodland. Wakehurst staff to assess suitability of paths at beginning of visit considering prevailing weather conditions.	None	Wakehurst Teacher	
7	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	

8	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	
9	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	
10	Dipping at the water's edge – varying depth	L	Pond dipping is only undertaken in small, supervised groups. Pond dipping areas are flat, well defined. 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	
11	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	
12	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	
13	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	
14	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	
15	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	

16	Exposure to plants or animals that can cause stings or bites	M	Working in areas of tall vegetation increases the potential for stings and bites. At the planning stage, groups advised to wear suitable clothing covering legs and arms. Teachers alert students to the possible risk on arrival at site.	None	Wakehurst Teacher	
17	Injury from dogs walked in the gardens. Hazard from dog waste	L L	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. Designated dog walking paths are away from our main teaching areas. 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. 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. Deep clean of dog walking areas carried out weekly. 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.	None	Wakehurst Teacher Duty Managers	
18	Electrical equipment	L	Workshop set up to take account of room lay out and safe movement. Cables should be tidy and close to sockets. All Electrical devices are PAT tested annually. Students and adults are instructed on correct usage of equipment.	None	Wakehurst Teacher	
19	Exposure to sharp objects e.g. equipment such as knives and scissors	L	Use planned according to the age and skill of the pupils. For younger children, this will include the use of child safe scissors and plastic knives and adult assistance. Older more skilled pupils may use some types of dissecting equipment under close supervision.	None	Wakehurst Teacher	
20	Fingers trapped in doors	L	Doors are propped / held open for them on arrival and on departure.	None	Wakehurst Teacher	

Risk Rating table

		Hazard Severity				
		Negligible Negligible injury, no absence from work	Slight Minor injury requiring first aid treatment	Moderate Injury leading to a lost time accident	High Involving a major injury	Very High Fatality
Likelihood of Occurrence	Highly Likely Almost inevitable that an incident would result	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
	Likely Not certain to happen but an additional factor may result in an accident	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	Possible Could happen when additional factors are present, otherwise unlikely to occur	LOW	LOW	MEDIUM	MEDIUM	HIGH
	Unlikely A rare combination of factors would be required for an incident to result	LOW	LOW	LOW	MEDIUM	MEDIUM
	Highly Unlikely A freak combination of factors would be required for an incident to result	LOW	LOW	LOW	LOW	LOW

Action Priority Table

Priority Rating	Action	Priority
A	Significant risk requiring prompt action	Immediate
B	Risk should be reduced if reasonably practicable	0 – 3 months
C	Risk is controlled but monitor the control measures	0 – 6 months

HIGH RISK	Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement. Risk will result in an action priority rating of A: Significant risk requiring prompt action. Immediate action required.
MEDIUM RISK	Task should only proceed with appropriate management authorisation after consultation with Health and Safety Team. Where possible, the task should be redefined to take account of the hazards involved or the risk should be reduced further prior to task commencement. Risk will result in an action priority rating of B: Risk should be reduced if reasonably practicable. Action Priority of between 0 to 3 months.
LOW RISK	May be acceptable; review task to see if risk can be reduced further. Risk will result in an action priority rating of C: Risk is controlled but monitor the control measures. Action Priority of between 0 to 6 months.