

HAZARDS / ASPECTS TO CONSIDER	WHO IS AFFECTED?	CONTROL MEASURES TO MINIMISE RISK
<p>PEOPLE</p> <p>1. Visiting group Ratios, special needs, behaviour issues Gender issues</p> <p>2. Staffing Competence & suitable experience, reflecting the activity, the venue and the type of group, is essential.</p> <p>3. Clothing & equipment Suitability of clothing and footwear for outdoors. Safe use of equipment</p> <p>4. Allergies Allergies to plants, bee stings, etc.</p>	<p>Pupils</p> <p>School staff,</p> <p>Martineau Gardens staff / volunteers</p>	<ol style="list-style-type: none"> Appropriate staff to pupil ratios (as decided by visiting school). Supervision levels and suitable specialist staff should be employed as decided by visiting school. School to ensure staff to be of mixed gender where appropriate. There is an open gate onto the car park, so pupils must be supervised at all times and those who may present a risk of flight should have one-to-one adult support. Member of Martineau Gardens staff has a valid first aid qualification. Schools should also bring along a qualified First Aider. School and Martineau Gardens should ensure that all adults have suitable competence and experience and DBS disclosure as necessary. School should ensure that clothing and footwear are suitable for the activity. Martineau Gardens staff to ensure that equipment to be used is in good working order, and to brief pupils on how to use equipment correctly and safely. The school will inform Martineau Gardens of any severe plant allergies prior to the visit and will carry appropriate medication, particularly for severe allergies.
<p>INDOOR AREAS</p> <p>1. Toilets Supervision of pupils General safety issues</p> <p>2. Greenhouses Slips, trips and falls on wet floors Safety with regard to plants</p> <p>3. Pavilion Doors Wood-burning stove (not normally used during school visits)</p>	<p>Pupils</p> <p>School staff,</p> <p>Martineau Gardens staff / volunteers</p>	<ol style="list-style-type: none"> School staff to supervise pupils when using the toilets. School to ensure staff to be of mixed gender where appropriate. Martineau Gardens staff to inspect toilets before school visits. Martineau Gardens staff and volunteers are not permitted to supervise children in the toilets. Pupils will be supervised at all times and walk, not run. Pupils should only touch plants when they are told that it is safe to do so (if in doubt, ask). They must wash their hands after being in contact with plants or soil in greenhouses/polytunnels. Pupils and staff must be careful when opening/closing doors, to avoid trapping fingers. The wood-burning stove is only to be operated by Martineau Gardens staff. The guard must be kept in place when in use. Children should be advised not to go too close or touch the stove. In the rare event that the room becomes smoky, people to make their way outside.
<p>OUTDOOR AREAS</p> <p>1. Throughout Uneven ground (trip hazard) Overhanging branches (hazard to eyes) Branches falling from trees 'Out of bounds' areas Soil, plants and water features are not hygienic surfaces</p> <p>2. Wildlife area Brambles and nettles Ponds Bee Hives</p> <p>3. Vegetable plots / herb garden / polytunnel Edible plants</p> <p>4. Shipwreck play area Pupils' behaviour and safety</p>	<p>Pupils</p> <p>School staff,</p> <p>Martineau Gardens staff / volunteers</p>	<ol style="list-style-type: none"> Chippings on woodland paths to minimise risk of trips or falls on uneven ground. Pupils and staff reminded to look carefully where they are going, particularly in the woodland with tree roots, etc. Areas of the garden may be muddy or slippery – walk, don't run. Overhanging branches to be cut back when necessary. Pupils and staff reminded to look out for vegetation at eye height. Annual inspection of trees and safety walks prior to school visits in order to identify hazards. Pupils reminded not to climb over fences or other barriers and to stay within sight of an adult. Pupils must wash their hands after being in contact with plants, soil or water features. Brambles and nettles are cut back as necessary. Brief children about safety near these plants. Pupils to be supervised when working in or near the ponds. Children must not walk in the rill (channel between ponds in the Courtyard Garden). Martineau Gardens staff to explain how to use pond dipping equipment correctly and safely. Wash hands thoroughly after being in water. Cover up deep cuts beforehand. Whistle located near to pond for attracting attention in the event of an emergency. School to inform Martineau Gardens staff of any pupils or staff with allergies to bee stings. Martineau Gardens staff to ensure that children observe bee hives from a safe distance. Pupils must only eat plants after being told by Martineau Gardens staff that it is safe to do so. School to advise of any allergies. School staff to supervise pupils at all times when using the play area and equipment.

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<p>ORGANISATION</p> <p>1. Travel Transfer from coach to main entrance</p> <p>2. Emergency Procedures Accidents and major incidents resulting in injury or other unforeseen events.</p>	<p>Pupils School staff, Martineau Gardens staff / volunteers</p>	<p>1. Transfer from coach to main entrance to be closely supervised by school staff. Martineau Gardens staff to meet visiting groups as soon as they arrive.</p> <p>2. Emergency procedures are in place. The Visit Leader (from school) carries copies of appropriate forms, as per school policy.</p>
<p>EMERGENCIES</p> <p>1. Fire</p> <p>2. First aid</p> <p>3. Lockdown emergency Intruder on site posing danger to visitors and staff.</p>	<p>Pupils School staff, Martineau Gardens staff / volunteers</p>	<p>1. All staff and visitors to make their way to the carpark. Visiting school staff will be responsible for taking registers to check their pupils are all present; Martineau Gardens staff to ensure that all staff and volunteers on site are all accounted for.</p> <p>2. See above (People 2)</p> <p>3. In the event of a ‘lockdown’ emergency, Martineau Gardens staff will alert all visitors with the use of a whistle and everyone will congregate in the Mollie Martineau Building, lock the doors and stay away from windows. Where a heightened state of security has been declared, government guidance will be followed.</p>