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| **HAZARDS / ASPECTS TO CONSIDER** | WHO IS AFFECTED? | CONTROL MEASURES TO MINIMISE RISK |
| PEOPLE  1. **Visiting group**   Ratios, special needs, behaviour issues  Gender issues   1. **Staffing**   Competence & suitable experience, reflecting the activity, the venue and the type of group, is essential.   1. **Clothing & equipment**   Suitability of clothing and footwear for outdoors.  Safe use of equipment   1. **Allergies**   Allergies to plants, bee stings, etc. | Pupils  School staff  Martineau Gardens staff / volunteers | 1. 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.   1. 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.   1. 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. 2. The school will inform Martineau Gardens of any severe plant allergies prior to the visit and will carry appropriate medication, particularly for severe allergies. |
| INDOOR AREAS  1. **Toilets**   Supervision of pupils  General safety issues   1. **Greenhouses**   Slips, trips and falls on wet floors  Safety with regard to plants   1. **Pavilion**   Doors  Wood-burner (not often used during school visits) | Pupils  School staff  Martineau Gardens staff / volunteers | 1. 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.   1. 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. 2. 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. |
| OUTDOOR AREAS  1. **Throughout**   Uneven ground (trip hazard)  Overhanging branches (hazard to eyes)  Branches falling from trees  ‘Out of bounds’ areas  Soil, plants and water features   1. **Wildlife area**   Brambles and nettles  Ponds  Bee Hives   1. **Vegetable plots/ herb garden / polytunnel**   Edible plants   1. **Shipwreck play area**   Pupils’ behaviour and safety | Pupils  School staff  Martineau Gardens staff / volunteers | 1. 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. 2. 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. 3. 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. 4. School staff to supervise pupils at all times when using the play area and equipment. |

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| **HAZARDS / ASPECTS TO CONSIDER** | WHO IS AFFECTED? | CONTROL MEASURES TO MINIMISE RISK |
| ORGANISATION  1. **Travel**   Transfer from coach to main entrance   1. **Emergency Procedures**   Accidents and major incidents resulting in injury or other unforeseen events. | Pupils  School staff,  Martineau Gardens staff / volunteers | 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.   1. Emergency procedures are in place.   The Visit Leader (from school) carries copies of appropriate forms, as per school policy. |
| EMERGENCIES  1. **Fire** 2. **First aid** 3. **Lockdown emergency**   Intruder on site posing danger to visitors and staff. | Pupils  School staff,  Martineau Gardens staff / volunteers | 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. 2. See above (People 2) 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 door and stay away from windows. Where a heightened state of security has been declared, government guidance will be followed. |

**Latest update:** April 2021

**To be reviewed:** September 2021

\* Additional Risk Assessment for Coronavirus

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| What are the hazards? | Who might be harmed? | How? | How high is the risk? | What do we need to do to control this risk? | Action by who? | Action by when? |
| Spread of coronavirus when travelling from the school to Martineau Gardens (and back). | Volunteers, staff, visitors (including school pupils and staff), trustees. | Other people travelling are symptomatic/ asymptomatic and transmitting covid-19 | Medium | Walk, or use dedicated transport (e.g. school minibus or hired coach) if possible.  Groupings on transport should reflect the groupings used within school (e.g. ‘bubbles’).  Use of hand sanitizer when getting on and off transport; additional cleaning of transport; distancing on transport where possible; and use of face coverings as required. | All staff/adults from visiting schools.  Transport companies. | Ongoing |

Based on current guidance April 2021 (will be updated as necessary)

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| What are the hazards? | Who might be harmed? | How? | How high is the risk? | What do we need to do to control this risk? | Action by who? | Action by when? |
| Spread of coronavirus from and between members of the public | Volunteers, staff, visitors (including school pupils and staff), trustees. | People coming into the Gardens are symptomatic/asymptomatic and transmitting covid-19 | Medium | Only one school group will be on-site per day, and the pupils/staff should be from the same ‘bubble’.  Pupils supervised at all times, to ensure that they do not interact with any visitors or volunteers.  Most of the activities will take place outdoors. Visiting school groups will also be allocated a dedicated indoor space, which will not be shared with any other members of the public and will be cleaned before and afterwards. | All staff who are working at the Gardens.  All staff/adults from visiting schools. | Ongoing |
| Spread of coronavirus during school visits and teaching sessions. | Volunteers, staff, visitors (including school pupils and staff), trustees. | Individuals coming into the Gardens are symptomatic/ asymptomatic and transmitting covid-19 | Medium | Require staff not to come to work if they or a member of their household has symptoms, for 10 days respectively.  Encourage staff and households to undertake a Covid-19 test and remain isolated until results obtained.  If anyone becomes unwell with a new continuous cough or a high temperature, while at the Gardens they will be asked to go home and advised to follow the stay-at-home guidance.  If we are advised that a member of staff or volunteer has developed Covid-19 and were recently at the Gardens, the Public Health Authority will be contacted to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. | All staff who are working at the Gardens  Martineau Gardens staff and school staff  Director / Deputy Director & School Management | Ongoing  As needed  As needed |
| Spread of coronavirus during school visits and teaching sessions. | Volunteers, staff, visitors (including school pupils and staff), trustees. | Direct transmission between individuals | Medium | A one-way system will be in operation where everyone comes into the Gardens via the main path and leaves via the track.  **Social Distancing:** Pupils to social distance where possible, including at lunchtimes. The class is split into 2 smaller groups for our sessions, which allows for more social distancing. Pupils will be from the same ‘bubble’, so should act in the same way as at school.  We will ensure that activities do not involve close contact (e.g. holding hands) or pupils working face to face.  Only 2 pupils at a time to be in the toilets for handwashing or toileting. School staff to supervise from the open doorway. | Martineau Gardens Staff  School staff | Ongoing |

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| What are the hazards? | Who might be harmed? | How? | How high is the risk? | What do we need to do to control this risk? | Action by who? | Action by when? |
| Spread of coronavirus during school visits and teaching sessions. | Volunteers, staff, visitors (including school pupils and staff), trustees. | Indirect transmission via surfaces | Medium | Activities to take place outdoors whenever possible.  The same hygiene procedures as in school (regular handwashing, use of antibacterial gel) should be followed.  Handwashing: Visiting school groups to only use sinks in the toilets for handwashing (2 pupils only to be inside at a time), using the no-touch soap dispensers and taps which can be pressed with an elbow. Disposable paper towels will be available for hand drying.  There is an antibacterial gel dispenser in the Welcome Shelter which should be used on entry to Martineau Gardens.  It is also recommended that school staff carry antibacterial gel; tissues and bags for waste whilst around the site.  Cleaning: Objects and surfaces that are touched regularly will be cleaned and disinfected before the start of each session. Chairs and tables, WC handles and taps will be regularly disinfected.  Equipment, e.g. bug pots, will be cleaned between sessions and, where possible, pupils will not need to share equipment. | Martineau Gardens staff & School staff | Ongoing |
| Cancellation of visits due to illness or school/centre closures. | Martineau Gardens staff, school staff, pupils. | Because of Covid-19, there may be a higher than normal risk of Martineau Gardens staff, school staff or whole school groups being unable to attend a visit. | Medium | Schools should take into account that a member of staff may not be able to attend a visit, and plan for a replacement if possible (keeping in mind issues such as maintaining bubbles).  If a key member of Martineau Gardens staff (e.g. Environmental Education Teacher) is unable to attend the visit due to ill health, Martineau Gardens will inform the school with as much notice as possible, as this may require the postponement of the visit.  If the planned visit needs to be cancelled due to staff shortages (at the school or at Martineau Gardens) or closure of a school / bubble / Martineau Gardens, an alternative date will be sought where possible. If this is not possible, Martineau Gardens will not charge their usual cancellation fee. | School staff and Senior Management  Martineau Gardens staff  Martineau Gardens staff, school staff organising the visit. | Ongoing  Ongoing  Ongoing |

*This additional Coronavirus Risk Assessment is based on guidance from the Government, DfE and Outdoor Education Advisors Panel (OEAP).*