

HAZARDS / ASPECTS TO CONSIDER	WHO IS AFFECTED?	CONTROL MEASURES TO MINIMISE RISK
<p><b>ORGANISATION</b></p> <p><b>1. Travel</b> Transfer from coach to main entrance</p> <p><b>2. Emergency Procedures</b> Accidents and major incidents resulting in injury or other unforeseen events.</p>	<p>Pupils School staff Martineau Gardens staff / volunteers</p>	<ol style="list-style-type: none"> <li>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. Please take care and supervise pupils whilst walking across the car park.</li> <li>Emergency procedures are in place.</li> <li>A first aid kit, accident book and ice packs are located in the Pavilion (current office building), but visiting schools are also expected to bring their own first aid kits and any medication for particular pupils. The nearest Automated External Defibrillator can be accessed at Edgbaston Cricket Ground. The Visit Leader (from school) carries copies of appropriate forms, as per school policy.</li> </ol>
<p><b>PEOPLE</b></p> <p><b>1. Visiting group</b> Ratios, special needs, behaviour issues</p> <p><b>2. Staffing</b> Competence &amp; suitable experience, reflecting the activity, the venue and the type of group, is essential.</p> <p><b>3. Clothing &amp; equipment</b> Suitability of clothing and footwear for outdoors. Safe use of equipment</p> <p><b>4. Allergies</b> Allergies to plants, bee stings, etc.</p> <p><b>5. Other people on site</b> Staff, members of the public and regular volunteers.</p>	<p>Pupils School staff Martineau Gardens staff / volunteers</p>	<ol style="list-style-type: none"> <li>Appropriate staff to pupil ratios (as decided by visiting school / LEA guidelines). Supervision levels and suitable specialist staff should be employed as decided by visiting school. There is an open gate onto the car park, so pupils must be supervised at all time. Pupils who may present a risk of flight should have one-to-one adult support.</li> <li>Members of Martineau Gardens staff have valid first aid qualifications. 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.</li> <li>School should ensure that clothing and footwear are suitable for the activity and weather (e.g. wet weather). 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.</li> <li>The school will inform Martineau Gardens of any severe plant allergies prior to the visit and will carry appropriate medication, particularly for severe allergies.</li> <li>Please be aware that we are a public site and also have regular volunteers who attend to work under supervision with our staff. You must ensure that sufficient staffing is in place and that children know which adults are supporting their group.</li> </ol>
<p><b>INDOOR AREAS</b></p> <p><b>1. Toilets</b> Supervision of pupils General safety issues</p> <p><b>2. Greenhouses/polytunnel/Keder House</b> Slips, trips and falls on wet floors Safety with regard to plants</p> <p><b>3. Pavilion (N.B. not currently used for school visits)</b> Doors Wood-burning stove (not normally used during school visits)</p>	<p>Pupils School staff Martineau Gardens staff / volunteers</p>	<ol style="list-style-type: none"> <li>School staff to supervise pupils when using the toilets. Martineau Gardens staff to inspect toilets before school visits. Martineau Gardens staff and volunteers will not supervise children in the toilets.</li> <li>School staff and pupils must not go inside greenhouses/polytunnels without the permission (and supervision) of Martineau Gardens staff. 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.</li> <li>[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.]</li> </ol>

<p><b>OUTDOOR AREAS</b></p> <p><b>1. Throughout</b>                  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><b>2. Wildlife area</b>                  Brambles and nettles                  Ponds                  Bee Hives</p> <p><b>3. Vegetable plots / herb garden / polytunnel / Keder House</b>                  Edible plants</p> <p><b>4. Shipwreck play area</b>                  Pupils’ behaviour and safety</p>	<p>Pupils</p> <p>School staff</p> <p>Martineau Gardens staff / volunteers</p>	<ol style="list-style-type: none"> <li>Chippings on woodland paths and play area 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                      The woodland will be closed in the event of very high winds. Staff will move activities to a different part of the site.</li> <li>Brambles and nettles are cut back as necessary. Brief children about safety near these plants (alongside the importance of keeping these plants for wildlife).                      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. Rope and rubber ring by pond if needed.                      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.</li> <li>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.</li> <li>School staff to supervise pupils at all times when using the play area and equipment. Children must not throw sand, in order to protect eyes.</li> </ol>
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