

Safety Information and Risk Assessment Advice for Schools Preparing to Visit the Garden.



The advice and guidance provided has been produced in accordance with the models of best practice recommended by Local Education Authorities.

<p>Safety Statements</p>	<p>The National Botanic Garden of Wales fully accepts its responsibilities under Health and Safety Legislation. A Health and Safety Policy is in place together with written risk assessments undertaken in respect of our legal duties relating to persons other than employees (i.e. visitors) coming onto our site and using our facilities.</p> <p>Please be assured that your safety and health whilst on our site is of our utmost concern. We have worked closely with the Local Council and Health and Safety Executive regarding health and safety matters and want to ensure that your visit is a fun, enjoyable and learning experience.</p> <p>We operate a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for the safety and welfare of visitors/participants are qualified to undertake the duties they are assigned.</p> <p>The following details will aid schools in the undertaking of your own 'educational visit' risk assessment for the purposes of your visit.</p>
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<p>Background</p>	
<p>Experience</p>	<p>The National Botanic Garden of Wales has been open to the public since 2000 and in that time NBGW has grown to become one of the most visited education venues in Wales.</p>
<p>Venue Details</p>	<p>The venue offers schools the opportunity of undertaking a wide variety of education programmes linked to the National Curriculum.</p>
<p>Visitor Nos.</p>	<p>Annually we receive approximately 130,000 visitors and over 8,000 students from schools and colleges.</p>
<p>Suitability</p>	<p>The venue and its resources is considered suitable for pupils of all ages, aged 4 yrs up to post 16.</p>
<p>Contact Information</p>	<p>We look forward to welcoming you, however, if you wish to discuss any aspect of your visit or would like to arrange a pre-visit please do not hesitate to contact the Education Department.</p>

	<p>On the day of your visit, we would request that the Group Leader reports to the Gate House to exchange information prior to entry onto the site</p>
	<p>The venue operates an emergency contact number for visitors if they should require assistance while on site. Please note that this number is for the Education Secretary on 01558 667150 or the Duty manager on 01558 667109.</p> <p>If after your visit you have any concerns or experienced any problems regarding the management of the venue or safety and health of members of your party, we would welcome the opportunity to discuss these with you. Tel: 01558 667154 or e-mail jrichmond@gardenofwales.org.uk and/or make comments on the Visit Evaluation Form.</p> <p>We are aware that clarification of specific provisions may be needed by schools in relation to more detailed risk assessment requirements for certain special needs pupils. In such circumstances we would invite schools to make their wishes known during the booking and planning process or contact us separately to discuss the matter.</p>
General Information	
Animal Fouling in Public Access Areas	Dogs and pets are not allowed within the site. Assistance dogs are most welcome! Care needs to be taken on the lawns to avoid wild bird droppings around the lakes at certain times of the year.
Communication Systems	All venue staff carry communication aids and a public tannoy system is available.
Criminal History/Civil Actions	All reasonable measures are taken to ensure venue staff who may be left alone with pupils or be in a position of substantial access with children have been subjected to criminal history and civil action (damage & negligence) checks and full criminal records bureau enhanced disclosures are in place for such staff.
Equipment/Play Equipment	<p>All equipment is regularly checked to ensure it remains 'fit for purpose' and results of inspections are recorded in an equipment log.</p> <p>All play equipment within the dedicated area conforms to current British and European Standards and is subject to regular inspection.</p> <p>School staff must supervise children when using this equipment. The climbing of trees, rocks, walls or fences in the Garden is forbidden.</p>

Emergency Evacuation	<p>Emergency evacuation procedures are in place. All venue staff are familiar with and regularly practice these.</p> <p>Evacuation Notices are posted within the site and in all teaching buildings.</p> <p>On hearing the alarm, which is a continuous ringing bell, all visitors must make their way to the dedicated Assembly Points indicated on the Evacuation Notices.</p>
Facilities for visitors with Special Needs	<p>The Garden tries to accommodate the requirements of visitors with special needs. Schools and party leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with special needs.</p> <p><u>Physical Impairment</u> – Wheelchair access is possible throughout the site and there is also a lift in Principality House.</p> <p><u>Visual Impairment</u> – In appropriate locations, the edges of steps within the venue have been made more conspicuous. The lighting level within indoor areas is very good. Braille signage is present throughout. The Theatr Botanica show ‘<i>Planet of the Plants</i>’ includes audio presentations. Pupils with visual impairment are welcome to sit in the front row for the show.</p> <p><u>Hearing Impairment</u> –Pupils with hearing impairment are welcome to sit in the front row for the Theatr Botanica show.</p> <p>We are aware that clarification of specific provisions may be needed by schools in relation to more detailed risk assessment requirements for certain special needs pupils. In such circumstances we would invite schools to contact us.</p>
First Aid	<p>There are three first aid points located within the venue. One is situated in the Gate House, one is in the Great Glasshouse and a third is in the Stable Block. The first aid points are highlighted with appropriate signage. Qualified First Aiders are on site at all times and available to be called at any time.</p>
Guided Tours	<p>If your party is to be allocated a guide, the guide will have considerable experience of escorting groups around the Garden.</p>
Insurance (Public Liability)	<p>We have a public liability insurance cover to at least £10 million A copy of our insurance certificate is available upon request.</p>
Loss of Bearings	<p>Please note that due to the nature of the venue children are at risk of getting lost if they stray from organized parties.</p>
Lost Person Stations	<p>The Gate House and Principality House Reception are lost person stations.</p>
Maximum Party Sizes	<p>The venue can cater for a variety of group sizes, from small group visits of 10-20 pupils up to whole coach visits or festival events numbering 200-300. Discuss your needs with the Education Department.</p>

<p>Medical Needs</p>	<p>The Garden should be contacted by the school or party leader if any pupil is known to have any specific or serious medical condition/need. Discussion will be needed to consider emergency arrangements.</p> <p>We will, where it is safe to do so, aim to fully include pupils with specific or serious medical conditions within activities offered.</p>
<p>Minimum staff to pupil supervision ratio's</p>	<p>The Garden suggests that all schools adhere to their own Education Authority Guidance for supervision levels for education visits. The Garden supports the staffing recommendations of the DfES, which is:</p> <p>Year 7 and above, 1 adult :15-20 pupils Yr 4-6, 1 adult :10-15 pupils Yr 1-3, 1 adult : 6 pupils Under fives, 1 adult : 3-6 pupils</p> <p>The supervising adults have to be approved by the school.</p>
<p>Harmful/Poisonous Plants/Fungi (<i>mushrooms & toadstools</i>)</p>	<p>The National Botanic Garden has to grow a wide range of plants. At certain times of the year, and in certain places, some poisonous plants may be prevalent within the grounds. Schools should advise all children that they should not pick or eat any parts of any plants in the Garden, unless instructed to do so by a qualified member of the Garden staff. If prepared plants are to be touched or consumed, the school will be asked to check pupils for any known allergic reactions to plants before the visit is made.</p> <p>Certain fungi (<i>mushrooms & toadstools</i>) are also to be found growing periodically in the Garden. Schools should advise all children that any fungi should not be picked or eaten.</p>
<p>Required Visitor Conduct</p>	<p>Visitors must not</p> <ul style="list-style-type: none"> • enter areas which are not open to the public • behave in an unruly manner • run in the Great Glasshouse or Double Walled Garden or where other Garden visitors are congregating. • touch any working machinery • ignore the instructions of the Garden teacher or guide (if provided) <p>Party leaders must not leave children (under the age of 16) unsupervised at any time. Children can work in appropriate unsupervised work groups if allocated to do so by the party leader. Pupils should only enter the souvenir shop in small supervised groups.</p>
<p>Schematic Map</p>	<p>A map is available which includes authorized pedestrian routes, vehicle routes and coach parking areas as well as many other items of interest. This can be issued to schools on request and is automatically issued with your booking confirmation so that the school can make additional copies, if required. Additional copies can of course be collected on the day of your visit if needed.</p>

Site Inspections of Venue Facilities/Areas	Venue staff conduct regular inspections of the facilities and an internal reporting mechanism is in place for any safety hazards. The whole site is inspected on a daily basis to ensure its safety for public use.
Site Staff Identification	Pay role staff wear a variety of garments which include our venue logo. Staff are happy to help with any problems or difficulties you may experience whilst at the venue.
Vehicle Traffic	<p>A site speed restriction, with appropriate signage of 10mph is in place.</p> <p>A Visitor Coach Park is available for use, which has spaces specifically marked. A raised pedestrian footpath is also available.</p> <p>Within the grounds, electric buggies and horticultural vehicles will be moving about. The speed limit (5mph) will be strictly observed and vehicles will stay, where possible, on identified internal roadways.</p>
Weather Protection/Sun Safety	A number of areas are available throughout the venue which offer protection from the weather (adverse conditions or hot sunny days). These include shaded picnic areas, covered common areas as well as the internal school lunch room and cafeterias.
Welfare Facilities	<p>Five public toilet blocks are present (with disabled facilities) within the Garden. (one is in the Aqualab, one is close to the Lunch Room in the Great Glasshouse, one is in the Stable Block near the picnic area, one is in the Gate House and there is also one in the main car park). All public conveniences are regularly supervised/cleaned by venue staff.</p> <p>A cafeteria is available within the venue offering a selection of snacks and drinks. An internal eating area is provided in addition to a covered external eating area which can be used for all meals (including pupils who bring packed lunches)</p>

Areas of Higher Risk	
Adventure Activities	We have no higher risk activities on site which require us to be registered by the Adventure Activities Licensing Authority
Contact with animals	<p>Visitors should remain on the footpaths on the Farmland Nature Reserve.</p> <p>Always use designated areas for eating meals as they are not in proximity to farm animals and provide hand washing facilities. Soap and paper towels are provided for hygiene precautions following any activities on the farmland that may directly or indirectly involve contact with animals. Good hygiene precautions are encouraged as it is a form of controlling health risks such as:</p> <ul style="list-style-type: none"> • E-Coli 0157 from contact with animals • Listeria from contact with infected and sick lambs • Toxoplasma from contact with cat faeces • Toxocariasis from contact with dog/cat faeces, which can cause blindness.

	<p>Please note that expectant mothers may be exposed to increased risks from infection from animals. These include possible transmission of Chlamydia from contact with newly born lambs which can cause miscarriage. As such any expectant mothers are requested to avoid all contact with newborn lambs.</p>
<p>Water Courses and Ponds</p>	<p>The Garden contains ponds, lakes and streams. Many of the lakes and pools have deep mud and some areas in the Garden are marshy. Please note in the event of heavy rainfall the areas near the water may be restricted until considered safe.</p> <p>Control measures in place in respect of risks from water courses are as follows:</p> <ul style="list-style-type: none"> • Public safety equipment, especially buoys, are present and regularly checked. <p>Pupils who are pond dipping should cover cuts and grazes before taking part in this activity, and all pupils should wash their hands thoroughly once they have finished to reduce the risk of any infection.</p>

Other Relevant Information (including items not covered above (including general hazards) or where details of any of the above specifications cannot be met)

Arriving at the Garden:

Care should be taken when pupils leave or join the coach in the Car Park as other vehicles will be arriving and departing.

Pupils will be given a safety briefing at the start of the visit which includes the following information:

- Meeting places if lost
- Signal and procedures for evacuation of buildings
- Location of emergency gathering points on the site
- Policy for dealing with litter

Signed	
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