

Notes for School Visit Risk Assessments

You are responsible for writing your own risk assessment for visiting Oxford Botanic Garden and Arboretum.

When planning your visit to Harcourt Arboretum and preparing your Risk Assessment, you may like to consider the following:

On arrival and departure

- There is coach parking available at Harcourt Arboretum. This is in a public carpark and other vehicles could be present and moving.
- Harcourt Arboretum can provide parking for multiple school minibuses or cars. Please inform us of any vehicle parking in advance so we can advise the safest place for drop off and pick up.
- Please note the turning in to Harcourt Arboretum is a 60mph road. Please advise drivers to approach the junction with caution.

During your visit

- All school parties must bring a minimum of two adults for a group size of 35 students, and students must always be supervised. During the visit your party may be divided into two groups, and each of these groups must be accompanied at least one of the adults you have brought.
- You will be outside for all of the visit, so come dressed for the weather. Check the forecast a week in advance and 24 hours in advance. It is recommended that you bring waterproof clothing and sensible footwear with good grips, as the ground can be slippery underfoot both during and after wet weather. In warmer weather it is advisable that you bring hats and plenty of sunscreen. We advise layers for all weather.
- The ground can be slippery underfoot so care needs to be taken when walking around the site (no running).
- Students must take care when touching plant material. We ask all students to only touch plants and fungi when advised to, as some materials are irritants or hazardous to health.
- Students must not eat any of the plants or fungi at Harcourt Arboretum.
- Please bring your own First Aid kit. All our education staff are fully First Aid trained, but you are responsible for administering any First Aid treatment required by your students during their visit. You must advise us in advance if any of your students have allergies.
- Any equipment provided for use during the visit will be age-appropriate. Students must handle all equipment given appropriately and safely and will be provided instruction.

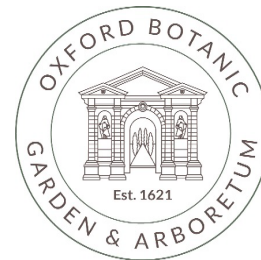
OXFORD BOTANIC GARDEN & ARBORETUM

The Charlotte Building, Rose Lane, Oxford OX1 4AZ

Tel: +44(0)1865 286694

www.obga.ox.ac.uk

secondaryeducation@obg.ox.ac.uk



- There is a pond at the Harcourt Arboretum. Please ensure your students stand back from the edges of the ponds.
- All our trees are assessed on a regular basis for damage and maintained by our arborist team.
- The use of machinery is kept to a minimum during school visits, and tools are safely stored. Vehicles, tractor and mowers will only be used when essential and speed is limited to 5mph.
- If Harcourt Arboretum is experiencing severe weather conditions, the site will be closed for safety reasons. If this occurs on the day you have booked to visit, your visit will be cancelled and you will be informed as soon as possible. (Please note that this is highly unlikely, but check the homepage of our website on the day of your visit www.obga.ox.ac.uk). We will endeavour to contact you directly on your school contact details and using your emergency contact information for the day.
- The Harcourt Arboretum is open to the general public every day except for Christmas Eve and Christmas Day, so there may be members of the public on site during your visit.
- We will send you a photography consent form in advance if we would like to photograph your group during their visit.
- All our Education Team hold enhanced DBS checks.

In the event of an emergency

- In case of emergency the teacher in charge should call 999. Harcourt Arboretum has its own emergency procedure which will be implemented by our staff. Please inform the nearest member of staff of the emergency after calling 999 (if they are not already aware).
- The nearest Accident and Emergency department is:
John Radcliffe Hospital, Headley Way, Headington, Oxford, OX3 9DU
Tel: 01865 741166