

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 own risk assessment, you may like to consider the following:

On arrival and departure

- There is coach parking available at Harcourt Arboretum. Please let us know if you're bringing a coach so we can ensure space for you.

During your visit

- Schools parties are limited to a maximum of 35 students.
- All school parties must bring enough adults for a 1 adult:15 student ratio to be maintained, with a minimum of two responsible adults attending, and students must be supervised at all times. During the visit your party will be divided into two groups, and each of these groups must be accompanied by at least one of the adults you have brought.
- You will be outside for all of the visit, so come dressed for the weather. We recommend that you wear 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 and water.
- The ground can be slippery and uneven so care needs to be taken when walking around the site (no running).
- Students must take care when touching plant material and should ask before. We ask all students to touch plants gently.
- Students must not eat any of the plants at Harcourt Arboretum, and should wash their hands thoroughly after the visit and prior to eating.
- Please bring your own First Aid kit. 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. The nearest defibrillator is in the ticket office (the Pod) at Harcourt Arboretum.
- Any equipment provided for use during the visit will be age-appropriate.
- There are several ponds at Harcourt Arboretum. Please ensure your students stand back from the edges of the ponds.
- All our trees are assessed on a regular basis.

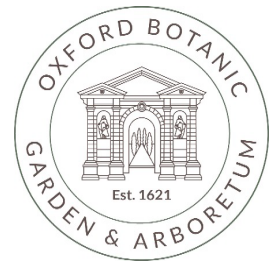
BOTANIC GARDEN & ARBORETUM

The Charlotte Building, Rose Lane, Oxford OX1 4AZ

Tel: +44(0)1865 610300

www.obga.ox.ac.uk

secondaryeducation@obg.ox.ac.uk



- 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 groups are safely out of the way.
- 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.botanic-garden.ox.ac.uk). We will endeavour to contact you directly on your school contact details.
- 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. Please check your booking confirmation form for your designated Safeguarding lead on your visit.

In the event of an emergency

- In case of emergency the teacher in charge should call 999.
- The nearest Accident and Emergency department is:
John Radcliffe Hospital, Headley Way, Headington, Oxford, OX3 9DU
Tel: 01865 741166
- The nearest police station is:
St Aldates, Oxford, OX1 1SZ
Tel: 101 for non-emergency enquiries, 999 for emergencies