



## *Summary of our General Risk Assessment for schools / groups of young people - 2023*

This is a general summary of the Riverhill Garden's Ltd full risk assessment of the gardens and grounds, highlighting areas which we feel could pose significant risks to school groups/groups of young people.

As stated we advise that school groups bring at least one teacher with every six children.

We also recommend that teachers visit the gardens prior to their visit and carry out their own assessment based on their knowledge and experience of their pupils. We have at least one designated first aider on duty each day. The first aid point is at the main ticket office.

GENERAL RISKS	SAFETY MEASURES TAKEN BY RIVERHILL HIMALAYAN GARDENS	SPECIFIC RECOMMENDATIONS FOR THOSE PLANNING VISITS WITH SCHOOLS/YOUNG PEOPLE
<p><b>Restricted coach access – coaches only able to access the entrance coming down Riverhill</b></p>	<ol style="list-style-type: none"> <li>1. Information given on website stating that coaches should access Riverhill from the north, coming south down the A225 from Sevenoaks towards Hildenborough so that the coach turns left into the drive. Coaches should not attempt to turn right into the driveway.</li> <li>2. Parking and drop-off for coaches is down the main drive, by the main house. Under no circumstances should coaches stop/drop off at the end of the drive on the edge of the main road.</li> </ol>	<p>Ensure coach drivers are given the information ahead of the visit so that they have time to plan their route and understand where the parking/drop off area is.</p>
<p><b>Risks generated from traffic using driveway and track leading through gardens</b></p>	<ol style="list-style-type: none"> <li>1. Vehicles to park in main car park with the exception of disabled parking, deliveries, coaches, mini-buses.</li> <li>2. Signage on main driving giving clear speed limit.</li> <li>3. Pedestrians separated from main driveway by roped off walkway.</li> <li>4. No public vehicles or deliveries permitted beyond the main house. Area roped off to prevent vehicles driving past café and Garden Room.</li> <li>5. Any internal vehicles (e.g. mowers, gardening vehicles) to be driven a very low speeds with hazard warning lights on.</li> </ol>	<p>All supervising adults to be made aware that there may be garden machinery driving along the tracks and pathways in the gardens.</p> <p>Organise children into small groups with close supervision by adults, particularly at crossing points (we recommend a ratio of 1 adult per 6 children).</p> <p>Advise that parents picking up/dropping off children should park in the car park.</p>

<p><b>Loose gravel paths and uneven surfaces throughout gardens and grounds</b></p>	<ol style="list-style-type: none"> <li>1. Visitors requested to wear sensible shoes with appropriate grip (in wet weather, wellies are advisable). No high heels or open-toed sandals.</li> <li>2. Play is encouraged within the adventure playground and den building trail and discouraged in the Walled Garden or on The Rose Walk.</li> </ol>	<p>Arrange for children and adults to wear appropriate footwear with good grip. Plan for play activities to be in the adventure playground or woods rather than in the formal gardens.</p>
<p><b>Risk of drowning in open water in Walled Garden / Rock Garden</b></p>	<ol style="list-style-type: none"> <li>1. Location of water marked on maps. Maps given to all supervising adults.</li> <li>2. Water depth below 4ft deep.</li> <li>3. Visitors to keep to gravel paths within Walled Garden Rock Garden.</li> <li>4. Ponds have clearly defined flagstone/ragstone edges.</li> <li>5. Rock Garden water feature has an inbuilt safety grill.</li> </ol>	<p>Make adults aware of location of open water. Ensure adults/children keep to gravel paths in Walled Garden.</p>
<p><b>Risk of illness from contaminated water</b></p>	<ol style="list-style-type: none"> <li>1. Walled Garden pond water chlorinated and monitored on a weekly basis.</li> <li>2. Rock Garden pond and water feature oxygenated by cascade circulation &amp; planting.</li> </ol>	<p>Ensure adults/children keep to gravel paths in Walled Garden. Ensure adults/children do not touch pond water in Rock Garden.</p>
<p><b>Risk of injury in adventure playground</b></p>	<ol style="list-style-type: none"> <li>1. All play equipment subjected to annual certificated safety inspections.</li> <li>2. Weekly recorded inspections of play equipment and surfaces.</li> <li>3. Boat Swing has age limits (children under 5) restriction on numbers (max 4 children).</li> <li>4. Sign explaining that children should be supervised at all time.</li> <li>5. Sign giving first aid procedures and address/postcode in case of accident.</li> </ol>	<p>Ensure that children are closely supervised within play areas and that adults are aware of how to summon assistance in case of accident.</p>
<p><b>General risk from playing outdoors</b> <b>Risk of sunburn</b> <b>Risk of insect bites</b> <b>Risk of injury from sticks</b></p>	<ol style="list-style-type: none"> <li>1. First Aider on duty (Ticket Office).</li> <li>2. Children to be supervised by adult.</li> <li>3. All visitors warned not to cross any fences or locked gates, not to climb on any walls or sculptures or to enter into any areas marked as Private or out of bounds.</li> </ol>	<p>Ensure children have necessary sunblock/clothing on to protect them from the elements. Ensure that staff are carrying appropriate first aid kits for minor injuries. Ensure children are told how to behave appropriately when carrying/moving sticks. Ensure adults and children understand not to climb walls or cross fences or go into areas marked private.</p>
<p><b>Risk of fire in Garden Room</b></p>	<ol style="list-style-type: none"> <li>1. Building painted with fire retardant paint.</li> <li>2. Fire extinguishers appropriately installed</li> <li>3. Fire exits signed.</li> <li>4. Maximum capacity of 120 people.</li> <li>5. No naked flames in Garden Room.</li> </ol>	<p>Ensure maximum capacity of 120 people is not exceeded.</p>
<p><b>Risk of children confusing art installations/ sculpture for play equipment</b></p>	<ol style="list-style-type: none"> <li>1. Notice at entrance regarding not climbing on sculpture.</li> <li>2. Not having sculpture in areas where children are encouraged to play eg; den building woods</li> </ol>	<p>All visitors including children to respect artworks and not touch/climb on them. Teachers to specifically discuss appropriate behaviour with all visiting children.</p>

<p><b>Risk of injury from climbing rocks in Rock Garden or from slips/trips on uneven steps</b></p>	<ol style="list-style-type: none"> <li>1. Clear signage saying 'Please do not climb' and 'Please keep to paths'.</li> <li>2. Paths clearly roped.</li> <li>3. One way system for 'Stepped Path'</li> <li>4. Signage making it clear that stepped path is uneven/steep and unsuitable for those with mobility problems.</li> <li>5. Paths resurfaced in Feb 2019. Procedures in place to close Rock Garden if steps are deemed too wet/slippery.</li> </ol>	<p>Explain importance of keeping to paths in Rock Garden to all accompanying adults and that it is an important garden feature and not a play area.</p>
<p><b>Risk of injury/ infection from dogs</b></p>	<ol style="list-style-type: none"> <li>1. Teachers made aware that Riverhill has a resident dog (labrador), which is likely to be introduced to the children on the lead. The dog is very used to children and has no known behavioural problems.</li> <li>2. Teachers asked to advise Riverhill in advance if children have specific allergies/anxieties.</li> <li>3. Dogs are permitted in the gardens on leads.</li> <li>4. Children told to wash hands after touching dogs and before eating.</li> </ol>	<p>Advise Riverhill in advance of children with anxieties/allergies.</p>
<p><b>Risk of injury from ponies/horses</b></p>	<ol style="list-style-type: none"> <li>1. Teachers made aware that there are occasionally horses grazing in adjacent field.</li> <li>2. Horses separated from children by clearly marked fence.</li> <li>3. No children/visitors permitted in field with horses.</li> <li>4. Children/visitors not to feed horses and only to stroke under close supervision of responsible adult.</li> </ol>	<p>Advise Riverhill if school would prefer pupils not to stroke horses.</p>
<p><b>Risk of injury during workshops</b></p>	<ol style="list-style-type: none"> <li>1. Children to be supervised at all times.</li> <li>2. Teachers to advise on specific needs of their group.</li> </ol>	<p>Children to only use scissors under supervision and when necessary, no scissors to be left on tables or lying around.</p> <p>Children to be talked to about how to handle sticks and not to put anything into their mouths (eg marbles or seeds),</p> <p>Adults to supervise and teachers to select most suitable workshop for the needs and level of their children.</p>

Please do not hesitate to contact us if you would like clarification on any of these points, or if you would like a copy of our full risk assessment.