

Health and safety and Risk assessment *f*

Statement for schools

In order to ensure the quality and safety of visits to the site, *f* has a full set of codes and guidelines covering all aspects of the business and including:

- Health and Safety Policy
- Risk Assessment Policy, procedure and schedule
- First Aid procedures
- Lost children/child protection procedures

All of the buildings and exhibits within *f* have been fully risk assessed. Risk assessments are monitored and regularly re-assessed. All activities, events and workshops run by *f* are risk assessed on an individual basis.

Fire equipment is checked daily as part of the operational checklists and fire alarms and evacuation procedures are tested regularly.

There are two first-aid rooms available within *f* and first-aid trained staff are always available. Any incidents are recorded in an accident log. There is a Duty Manager available to deal with any emergency on a daily basis, contactable via the Information Desks.

Environmental controls are in place to control temperature and humidity in the Botanical Houses and all water areas are chlorine treated.

The *f* site is protected by 24 hour CCTV and security.

Key safety points are covered in briefings for schools at the beginning of their visit.

If there is any issue or concern not covered within the above statement, please contact the Duty Manager on the day of your visit or the Education Manager on 0117 915 7158 to discuss further.