

Health and Safety notes for group leaders

It is important that the information given on this sheet is shared with all the accompanying adults prior to the visit in order to ensure that all adults are fully aware of the programme for the day and of their roles and responsibilities.

Whilst the Gatton Trust takes all reasonable steps to ensure the safety and enjoyment of those visiting Gatton Park, it does not accept responsibility or liability for the same.

Please note that our staff will lead each session and advise the children of the health and safety issues. However the overall responsibility for the behaviour of the group during the visit and at lunchtime is the responsibility of the teacher in charge.

A register of all children and adults present at Gatton must be given to our staff on arrival. Please include the name of the Headteacher and school contact telephone number.

Please ensure that you have school first aiders in the appropriate ratio for your group.

Please ensure that children take care when walking from coaches to our classrooms and are closely supervised by school staff and adult helpers.

There are additional health and safety notes for each specific programme depending on the environment in which you will be working, please ensure that all member of your group are aware of these.

We advise teachers to arrange a pre – visit in order to carry out their own risk assessments.

These notes offer guidance as to potential risks on a visit to Gatton Park and some do's and don't s which will help reduce these.

DO

- Provide a register of all children and adults present on the day at Gatton. This must be handed to staff on arrival to be used as an emergency fire register.
- The following are a minimum ratio of responsible adults, from your school, that are required:
 - Reception requires a ratio of 1:4
 - KS1 requires a ratio of 1:6
 - KS2 requires a ratio of 1:8 (pond dipping, 'Shipwrecked', Geo-caching, Geography through the window and Where R U? will require a ratio of 1:6)Small working groups allow the children to achieve the full benefit from their visit and will ensure appropriate supervision.
- Ensure group members have appropriate clothing and footwear, e.g. warm, waterproof clothing and boots during or after wet weather: sunhats and sunscreen for hot weather. The main attraction of Gatton Park is the grounds and we aim to go out and explore whatever the weather. We suggest that pupils do not wear school uniform during their visit.
- Ensure that group members have adequate food and drink available. Additional drinks are advisable during hot weather.
- Ensure that all group members know that they must stay with the rest of the group and stop when they hear the whistle.
- Ensure that all members of the group wash their hands after activities and particularly before eating.
- Take care around vegetation – nettle stings and thorn scratches can be uncomfortable and painful
- Talk through these points with the group prior to the visit.

DON'T

- Put anything, including your fingers in your mouth
- Run. Please walk behind the member of staff leading the group, this will reduce the risk of getting lost and coming across unexpected hazards, please ensure that children are especially careful on roads
- Eat outside mealtimes.