

GATTON TRUST

HEALTH AND SAFETY NOTES FOR GROUP LEADERS

Whilst the Gatton Trust (GT) 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.

The involvement of GT staff does not in any way remove the need for proper care and supervision to be provided by the staff and parents of the visiting school/organisation which must, at all times, bear primary responsibility. Behaviour and discipline are the responsibility of the accompanying staff.

These notes offer guidance as to potential risks on a visit to Gatton Park, and some do's and don'ts which will help to reduce these. Some are aimed at group leaders, others at the children themselves. However, this list is not exhaustive and group leaders should take any additional precautions they deem appropriate.

Please:

- **Bring a class list of all children attending the visit, to be used as an emergency fire register.**
- **Ensure you have an appropriate adult: children ratio.** A generous ratio will help the children reap full benefit from the visit and will ensure appropriate supervision. You are welcome to bring as many adults as you choose but the minimum adult to child ratios that we accept are:

Nursery and Reception:	1:4
KS1:	1:6
KS2 and KS3	1:8

(Some of our activities require a higher ratio as children are working with adults in small groups. You will be advised if this is the case for your visit).

Please brief your parent helpers on the purpose and activities of the visit and their role in a successful day.

- Inform GT staff of any specific medical need within the group, eg asthma, diabetes, hay fever, and ensure group members have adequate medication with them. Insect repellent may also be advisable. Please inform us if any children with special needs are in your group to allow us to facilitate their learning in an appropriate way.
- **Ensure group members have appropriate clothing and footwear, eg 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 recommend that children do not wear school uniform during a visit.

- Ensure group members have adequate food and drink available. Additional drinks are advisable during hot weather.
- Ensure GT has an emergency contact number for your school/organisation
- Take care when working near water. Pond dipping activities present particular risks:
 - Children should be supervised at all times;
 - Children should take care not to over reach into the water;
 - Those not actually dipping should stand well back from the edge of the water;
 - Examination of plants and animals should take place well back from the edge of the water;
 - Children should take care with the pole and net - it is very easy to hit someone.
- Cover cuts and grazes. Plastic gloves are available for use during pond dipping activities if required.
- **Talk through these points with the group members prior to the visit.**

Children do:

- Stay with the rest of your group and stop when you hear the whistle.
- Wash your hands before lunch.
- Put animals back where you found them.
- Take care around vegetation - nettle stings and thorn scratches can be uncomfortable and painful.

Children don't

- Put anything, including your fingers, in your mouth.
- Run. Please walk - this will reduce the risk of getting lost and coming across unexpected hazards, please ensure children are especially careful on roads.
- Eat sweets.