

ENVIRONMENTAL EDUCATION VISITS

Educational Visit Health and Safety Procedure

Before visit

- Prior to visit the teacher or leader will have received by email or post the Educational Visit Risk Assessment and the confirmation letter which includes an agreement of responsibilities.
- Teacher or group leader will be asked about any special educational needs of members of the group.
- Adult to child ratios will be agreed with staff according to LEA guidelines.

On arrival

- The group size and number of accompanying adults will be confirmed.
- Timings for the session and group departure time will be agreed.
- Children with special educational needs will be identified.

During session

- Ecology staff member will carry a first aid kit with whistle and a work mobile phone.
- To and from the site the group will be led by the Ecology Staff member with an accompanying member of staff at the rear.
- Before the group enters the wildlife area, the group will be made aware of:
 - plants to avoid touching (stinging nettles, brambles and holly)
 - insects to avoid (bees and wasps)
 - trip hazards
 - not to eat any fruit or fungi found in the wildlife area
 - boundaries of the site
 - risk associated with the pond
 - what to do if a stranger is seen in the wildlife area
- The group will be taught that when the whistle is blown they must gather at the designated point.
- Regular headcounts will be performed throughout the session and after a maximum of 15 minutes when the group is dispersed.
- Activities with specific risks will have those risks outlined before the activity commences.

Responsibilities

Please read the following agreement of responsibilities to ensure we meet Health and Safety requirements and the children have an enjoyable time.

The school must:

- Take overall responsibility of the group.
- Complete their own risk assessments for the visit.
- Share knowledge of behavioural and medical needs for at risk individuals with Ecology Centre staff.
- Brief support staff on their role before the session – pre-school and foundation level groups require adults to be assigned to look after groups of so or fewer children; support staff for older groups must undertake roving patrols whilst the group is dispersed.
- Group leaders must contact details for the school and carry a mobile phone

The Ecology Centre staff must:

- Undertake and record head counts at a maximum of every 15 minutes when the groups are dispersed.

Risk Assessment for Holland Park Ecology Centre

Ecology Centre		
HAZARD	RISK	SAFETY MEASURE
Uneven floor	Risk of tripping	No running in the centre
Craft activities	Minor cuts or burns from use of glue gun, stapler, Stanley knives, scissors	Potentially dangerous tools are kept out of children's reach and used by staff or adults. Dangerous items not used with young groups.
Animal handling	Non-venomous snake bite or bacterial infection.	Animal handling only under supervision of experienced ecology staff. Hands to be washed after animal handling.
Electrical equipment	Electric shock	All the electrical equipment is tested, and must only be used with adult supervision.
Pond Environment		
HAZARD	RISK	SAFETY MEASURE
Water environment	Children may fall in water	Children must be supervised at all times and should not run about the pond edge. When dipping all children must either lie on tummies or kneel with <u>both</u> knees on the platform.
Wooden dipping platform may be slippery	Danger of slipping	Children must not run by the pond and should walk on the side of the platform away from the water's edge.
Weil's disease	Risk of infection	A very rare disease spread by rats. Any cuts or areas of eczema must be covered either with waterproof plasters or vinyl gloves. <u>No</u> eating or drinking by the pond. Hands to be washed after pond dipping.
Wood Environment		
HAZARD	RISK	SAFETY MEASURE
Ice, mud, debris on paths or slopes	Danger of slipping or tripping	Warn children and adults of dangers and to walk safely - no running.
Brambles and prickly undergrowth, nettles etc.	Minor cuts/scratches	Paths are cleared regularly. Children shown nettles/brambles etc. to avoid.
Tasty-looking fungi/berries	Poisoning	Children warned <u>never</u> to eat anything they find during the activities.
Getting separated from group	Getting lost	Children must stay with group. All the paths lead back to the gate, and this is locked and area is fenced.
Litter, metal, glass, hypodermic needles, condoms etc.	Cuts, infection	Children warned of dangers and not to pick them up if they find them. The area is litter picked weekly.

General		
HAZARD	RISK	SAFETY MEASURE
Weather conditions - wet	Children getting cold and wet	Children instructed to come to sessions in appropriate waterproof and warm clothing/shoes with extra layers to change into if they get wet.
Weather conditions - hot	Danger of sunstroke/sunburn	Children instructed to come to sessions in appropriate clothing e.g. with sun-hats. Activities to run in the shade if it is very hot. You are also advised to bring your own sunscreen cream for protection.
Walking to and from Wildlife Area and Ecology Centre	Getting lost	The group should stay in twos and an adult should be at the front and back of the group - normal school procedure.
Encounters with members of the public in the Wildlife Area	Unwanted attention or harassment	Contractors instructed to remove themselves from areas where children are present. Any other persons in the Wildlife Area are asked to leave and reported to the Parks Police.

ADDITIONAL INFORMATION

FIRST AID: The Ecology Staff and the Parks Police are qualified in First Aid. Please ask a member of staff for assistance if necessary.

FIRST AID KITS: There is a first aid kit available from the Ecology Centre. We recommend that you carry one of these kits on every trip to the wildlife area.

FIRE SAFETY: In the event of the fire alarm being triggered whilst a group is in the Ecology Centre, the group will be evacuated to the playing field until given the all clear by the Fire Marshal.

EMERGENCIES: The Parks Police are available to assist with any emergency situation. Their telephone numbers are 020 7938 8190 or 07973 124 146, alternatively they can be contacted through the Park Reception, located in the Stable Yard, adjacent to the Ecology Centre.

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