



**Nottinghamshire  
County Council**

# 2019

## **Safety Codes of Practice**

**Perlethorpe Environmental Education  
Centre**



**Author: Keith Rider**

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# Emergency Contacts

**Your School:**

**Telephone Number(s):**

**Centres:**

**Keith Rider, Perlethorpe Environmental Education Centre,**

**Perlethorpe, Newark, Notts NG22 9EQ**

**Telephone: 01623 822218**

**Nottinghamshire LA Outdoor Education Adviser  
01623 556110**

**Nottinghamshire LA Emergency Helpline**

In the event of an 'after hours' emergency,  
when no support staff are available:  
**0300 456 4546**

**If the situation is life threatening, immediately ring:  
999  
(Centre addresses are above)**

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# Introduction

This booklet is aimed at providing all the necessary practical information required for groups visiting the Environmental Education Day Centre at Perlethorpe. The Environmental Education Day Centres are maintained by Nottinghamshire County Council Local Authority (LA) for schools. Safety at the centres is managed by the Council's Outdoor and Environmental Education team.

By describing the standards of safety provided for schools by the Outdoor and Environmental Education team (OEE Team) and standards which visiting schools are recommended to provide for their pupils, it provides a quality assurance document for governors, headteachers, teachers, parents and pupils alike.

Because the safety of visiting one of the centres is the joint responsibility of the OEE Team and the visiting school and other agencies responsible for the management of the site, this document makes clear the responsibilities of and provides codes of practice for all groups of staff. All support staff, visiting teachers and leaders should have access to, and be familiar with, these codes of practice.

The document follows the recommendations and requirements of Nottinghamshire LA's '*Visits Guidance for Children and Young People*'. Schools from other LAs should also follow their own LA's policies in planning and undertaking their visit. Private schools should have their own policy.

**The risk assessments for all activities carried out at the centre is available on the internet at [www.nottinghamshire.gov.uk/outdooreducation](http://www.nottinghamshire.gov.uk/outdooreducation) and (for Nottinghamshire schools) on the Schools Portal website.**

In following this booklet, all concerned need to appreciate that no document of this nature can cover every possible set of circumstances. Safe educational experiences ultimately rely on the common sense and good judgement of teachers and other adults, while working within their own experience and capabilities.

# The Environmental Education Day Centres

## Health & Safety Policy Statement

The Outdoor and Environmental Education staff managing the day centres recognise their responsibility for giving effect to Nottinghamshire County Council's safety policies for the protection of all centre staff, pupils, visiting teachers and members of the public liable to be affected by the operations and activities of the centres.

Within the line management structure of Children, Families and Cultural Services, the Head of Centre or tutor based at the centre will manage the health and safety functions of the centre to prevent, so far as is reasonably practicable, injuries to any person as a result of the operation of the centre by provision of safe premises and equipment, and the effective management of the work activities over which the centre exercises control. This provision will be based on the principles of risk management and include any controls and protective equipment necessary for persons identified as being at risk.

The Head of Centre/centre tutor will, so far as is reasonable to do so, ensure that staff designated with health and safety responsibilities are competent to carry these out. It is the duty of all centre and visiting staff to co-operate with the Head of Centre/centre tutor to ensure the safety of themselves, co-employees, pupils and other persons liable to be affected by their activities at work and to follow the operational procedures of the centre.

Signed:



**Keith Rider**  
**Position: Senior Tutor,**  
**Perlethorpe Environmental Education Centre**  
**Date: June 2019**

Signed:



**Gary Richards**  
**Position: Team Manager**

# Safety Responsibilities

## Safety responsibilities of the Outdoor and Environmental Education Team

**In liaison with the Thoresby Estate at Perlethorpe, the Head of Centre/centre tutor will:**

- take overall responsibility for the management of health and safety of all areas in their operational control.
- through the proper processes of risk assessment, ensure appropriate standards of health and safety in classrooms and other areas under their management, including, where appropriate, the building, furniture and fittings, water, sewerage and other services, fire precautions and procedures, following, as appropriate, local authority fire, environmental health and general safety advice.
- liaise with site managers of Thoresby Estate at Perlethorpe to ensure any areas of potential risk to visiting schools are identified and appropriate measures taken.
- undertake risk assessments and provide written guidelines/codes of practice to schools for activities undertaken in or from the centre.
- provide pre-visit training for visiting leaders through structured meeting.
- conduct a pre-visit planning process with visiting staff in order to agree a safe and appropriate programme.
- except in the case of agreed self-led school visits, provide guidance and advice to visiting teachers and groups and advise on proposed activities in relation to weather and other pertinent factors.
- take responsibility, where appropriate, for the overall management and safety of pupils both on and off-site, including, as necessary, making decisions in relation to the management of activities and the amendment or cancellation of activities.
- provide first aid equipment and materials, written guidance as to procedures to be followed in an emergency and, wherever possible, leadership and management of emergency situations.
- ensure that the centres' outdoor clothing, equipment and teaching equipment is safe and suitable.
- ensure that any catering equipment and provision complies with the local Environmental Health Officer's recommendations.
- undertake supervision and leadership of pupils where so agreed in a programme.
- ensure all Service staff leading activities are sufficiently experienced, trained and qualified in accordance with the centres' codes of practice.
- ensure all Service teaching staff working with schools are trained and qualified in first aid.
- ensure, as far as possible, that schools can make contact during their visit with a member of the Service staff in the event of an emergency.

## **Safety Responsibilities of the Caretaker/Cleaner at the Centre.**

**The caretaker/cleaner of each classroom/centre is responsible to his/her line manager for:**

- ensuring, so far as is reasonably practicable, the safety and health provisions and procedures affecting cleaning are adhered to.
- cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.
- all waste materials from the centre are disposed of in accordance with LA or site policy.
- maintaining a high standard of housekeeping.
- reporting to the Head of Centre/centre teacher or site staff any problem or imminent danger associated with his/her responsibilities as soon as it is practicable to do so.

## **Safety Responsibilities of all Council Employees**

- As employees, all members of staff have a duty in law to work safely and not put other persons at risk, and also to co-operate with the centre staff and the LA to ensure that responsibilities placed upon them as employees are, so far as is necessary, complied with.

# Safety Responsibilities of Visiting Schools

**Through the management of the teacher leading the visit, the visiting school is responsible for:**

- ensuring the visit leader, and other leaders if possible, attend a preparatory training meeting specific to the centre to be visited prior to the visit.
- **ensuring that all adults in charge of groups working independently are fully briefed by the visit leader in relevant aspects of health and safety including; fire and emergency procedures, organisation and planning of the visit.**
- in the absence of centre staff, taking responsibility for first aid provision and management of fire procedures and other emergencies (it is required that at least one trained first aider should accompany each independent group).
- ensuring teachers and others who lead activities are sufficiently experienced and trained as appropriate to the activity.
- planning a safe and appropriate programme which follows the advice and guidance provided by centre staff.
- undertake a risk assessment for all areas of the visit under their control including the journey to the centre and any special needs of the group (the centre is responsible for risk assessments of the centre and activities provided by the centre).
- undertaking the school's planning and preparation for the visit, including briefing of other staff, parents, helpers and pupils, the provision of parental consent and medical forms and the approval of arrangements by the head teacher. (Nottinghamshire schools use the Evolve system.)
- organising personal insurance for pupils and visiting adults if required, and for teachers on INSET Meetings.
- provision to centre staff of all relevant information, including medical information, in respect of both staff and pupils.
- provision of safe supervision of pupils at all times by appropriately experienced adults, particularly during playtimes and at the end of activities.
- **ensuring suitable standards of discipline and behaviour, so that pupils act responsibly in their care for themselves, others, the centre, equipment and the environment. Pupils should be withdrawn from activities if they fail to meet these standards, or returned to school in extreme cases.**
- on agreed independently-led visits, obtaining a weather forecast and ensuring the planned programme is safe and suitable in the light of this.
- establishing a means of communication between the visiting group, school and parents.
- be aware of the Council's policy on the transport of pupils to and from centres.
- smoking is not permitted at any of the centres or associated sites. Alcohol is not permitted at the centres.



# General Information about the Centre

## Website

For more information on the Environmental Education Day Centres, and to access the centre risk assessments, visit the website: [www.nottinghamshire.gov.uk/outdooreducation](http://www.nottinghamshire.gov.uk/outdooreducation) or (for Nottinghamshire schools) the Wired website.

## Curriculum Resources

To support the wide variety of activities available at the Day Centres there is a range of materials, linked to the National Curriculum, produced by teachers. There are a wide variety of materials for all ages, ranging from historical trails to literacy, science, sensory and maths activities, to name but a few.

## Equipment/Materials

A wide range of equipment is available at the centres. Check with staff if you require specific resources.

If you have encountered minor problems or loss of equipment etc, a note left on the office door will allow us to rectify the situation before the next group visits the centre. If you should inadvertently return to school with any of the centre's equipment, please inform us immediately and arrange for its speedy return!

You will need to provide any paper or consumable items you wish to use during your visit and some photocopying of recording sheets may be required prior to your visit.

## Doing our bit for the environment

The Environmental Education Day Centres aim to inform pupils about education for sustainable development. All the day centres are Eco Centres. Please ask centre staff about this or visit [www.ecoschools.org.uk](http://www.ecoschools.org.uk). There are paper and compost recycling schemes at each of the centres. Please take any other packed lunch rubbish back to school.

Turning off lights when not needed will not only save precious resources but keep our bills low too! The Environmental Education Policy of the centre is on display. Do try to build environmental awareness into your visit.

## Care of the Centres

Care of the Centres is the responsibility of the teacher in charge of the visiting group. We do our utmost to create a pleasant, stimulating environment for your visit and appreciate it when groups treat the building, displays and equipment with care and respect. There are brushes and dustpans in the classroom and although we do not expect the Centres to be spotless after your visit, a quick sweeping up would be a great help (especially if children have eaten lunches inside or brought in lots of collage materials).

When leaving the centre please check:

- close any windows you have opened
- lights and taps are turned off
- the room is clean and tidy
- rubbish is taken away with you
- equipment has been returned tidily in a clean condition
- the building is locked
- keys have been returned

Please leave the Centre as you would wish to find it! HAVE A GREAT DAY!

## After your visit

Please fill in an **evaluation form** to help us continue to provide what you need. There is also a pupil's evaluation sheet, both will be provided during your visit.

After your visit, children's work, letters, drawings, artwork, photocopies of Trailblazer record books etc will be gratefully received. By sending us such materials you will be helping to make displays relevant, interesting and informative for other schools when they visit.

# Perlethorpe Environmental Education Centre

## The History of the Buildings at Perlethorpe School

The original school room was opened in 1861 due to the generosity of the third Earl Manvers. The stone building with its distinctive Thoresby windows and slate roof was originally heated by a large open fire which was supplied with logs from the sawmill. The original chimney stack is still visible. An enamelled bowl was provided for washing and the toilets were simply buckets outside. The school year was influenced by the work of the estate, since it was common practice for children to work in the fields during harvest time.

For 124 years the school provided education for the children of the Thoresby Estate workers. Many children attended the school by walking from the surrounding villages of Budby and Cuckney. An infant room was added in 1894.

In 1959 the school was extended by the addition of a hall, staff room, a second classroom, indoor toilets and a central heating system.

Each succeeding Earl and Countess shared an interest in the village school, a tradition which was maintained until the death of the last countess in 1984. At this time there were only four pupils remaining on the roll and Perlethorpe Church of England (Aided) Primary school closed at the end of the Autumn term 1984.

On the closure of the school, the land and buildings reverted to the ownership of the Thoresby Estate. At that time Nottinghamshire Education Committee decided to use the school as a field study centre. Negotiations took place between the committee and the estate, whose co-operation has made this development possible. Access has been agreed with the estate for recognised parties of school children to visit parts of the estate including woodland, farm land, park and river and lakeside. It is a vital factor in the continued access for school groups that access is confined to these designated areas.

Thoresby Hall is now a private hotel owned by Warner's. The owner of the estate Mr Matheson lives close by close to the Woodyard.

Sheep-rearing, the growing of potatoes and forestry are the main farming activities which take place on the estate. In addition, the grounds are frequently used for events such as carriage-driving, craft fairs, classic car shows and rallies.

## Working on the Estate

Maps are provided for trails and it is important that school groups do not invade the privacy of those who live and work here, or stray into potentially dangerous areas.

Thoresby is a working estate and you will encounter tractors and other working vehicles from time to time. All pedestrians should **walk on the right side of the road**, to face oncoming traffic, and **gather on one side only** to allow vehicles to pass.

The farm buildings are unfortunately dangerous places for young children, so please keep everyone under very close supervision when walking passed. We regret these restrictions, but believe you will understand the reasons behind them.

Access, via the steps only is allowed to the northern banks of the River Meden for stream-dipping

activities. Such activities can only be arranged via the Head of Centre. N.B. After heavy or prolonged rain the river may be too deep to allow access. Please check with the Head of Centre if you are unsure.

Weather conditions may also prevent groups from entering the woods at certain times of the year, when strong winds or heavy snow can cause fallen branches. Again, please check if uncertain. Walks may sometimes be closed due to farming or forestry activities.

The Estate Office just off the Green, through the archway, is open during office hours if any emergency arises and centre staff are not on site (telephone 01623 822301).

Shelter (or den) building is a wonderful activity during a visit, but should always be a well-planned and integral part of the programme for the day. Henry's Grove is the only place where they should be built and it is vital that all groups ensure there is no evidence left after their visit. Materials used for the shelters should be removed from the site and scattered (carefully!) back in the woodland. Many people you see on the estate will most likely live or work there. They will often be glad to talk to you about aspects of their work (but please do not get too close and hinder their work or endanger the children), and a cheery wave or word or two to pass the time of day will always be welcomed. The 'natives' are friendly folk.

There are now more people around and about the estate, due to the opening of the hotel. Ensure children are aware of 'stranger danger' procedures.

## Your visit to Perlethorpe

### Booking

As Perlethorpe is such a popular centre, it is wise to book at least a term in advance. Please give as much detail as you can of your programme for the day and its links with your curriculum planning, as this helps us improve our provision. **Any requests for support for your visit from centre staff must be made at the time of booking.** There is a charge for this support. Perlethorpe can accommodate up to two classes of pupils. Please plan to use the centre to its full capacity. Schools bringing only one class group may find they are sharing the centre with a class from another school.

### The Centre

The centre will be open on your arrival and you will be given the combination lock number for the back doors. In case of any problems, the Estate Office on The Green in Perlethorpe Village also have a key. Please ensure the doors are kept locked when you are away from the centre during the day.

Ensure you bring an accurate register of **EVERYONE** in your party (form sent to you with the booking confirmation letter) and pin this on the 'Visiting Schools' Notice board' (by the back door of the large classroom) where anyone could have access to it, if necessary in an emergency.

### Facilities

Facilities at Perlethorpe comprise: one large classroom, where most of the equipment is stored in cupboards; a further classroom; and the original Victorian classroom housing many interesting and evocative artefacts (children must be supervised in this room).

The kitchen is equipped with cooker rings, microwave, kettle, urn and fridge. You are invited to use the coffee/tea-making facilities at a cost of 25p per cup. (Please leave the kitchen clean and tidy). There are toilets, changing area and hoist for people with disabilities in addition to boys, girls and staff facilities.

There is an adventure trail playground, provided by the Thoresby Estates for our use and that of the village children. Pupils must be well supervised in the playground and must not overcrowd the equipment. Only four pupils to each piece of equipment please.

The playground has a large painted compass and there are wildlife and sensory gardens, pond, picnic tables and willow shelter in the grounds. A splendid old Linden tree dominates the playground. If allowing pupils to climb on the branch, ensure adequate supervision. Children must not be lifted onto the branch and no more than four pupils should be allowed to climb at any time. Nothing can be carried to the tree to gain access to the branch (e.g. chairs, logs etc) and pupils must not jump down from the branch unaided.

### **Parking**

**Please do not allow coaches to stop on the road or verges. Please park coaches on the hard-standing area by the school grounds, even if the coach is only dropping off and leaving you at the centre.** It is advisable to bring a car with you if the coach is not staying all day, in case of emergency. Please make sure you are not blocking any tracks, roads or gates which tractors use.

### **Use of the church**

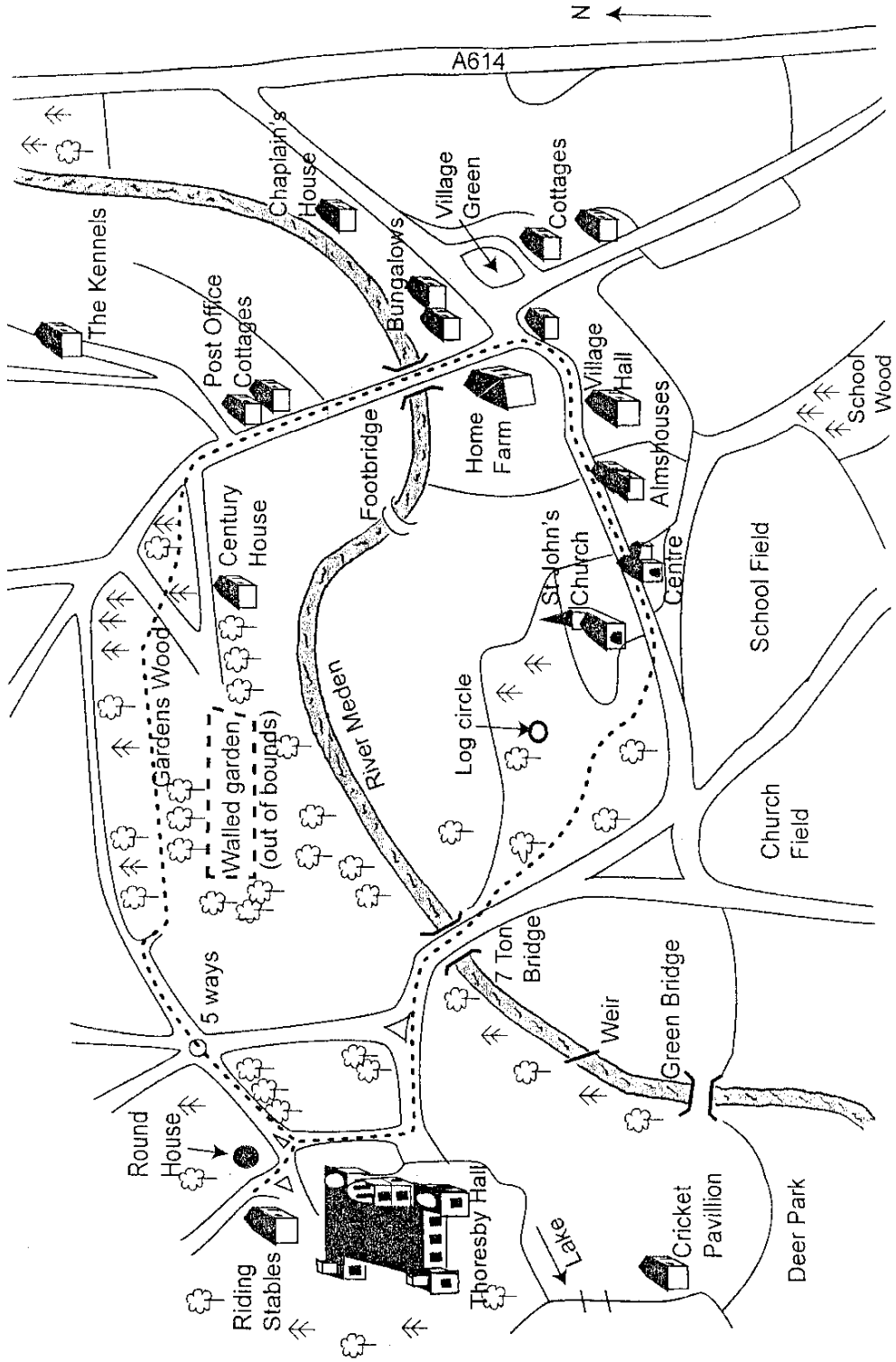
**Visits to the church must be booked prior to the visit on the booking form.** Schools are invited to make a small donation (a suggested 10p per child), if they visit the church. There is a box near the south porch. It is essential that children are closely supervised by a teacher while inside the church. **The church is not available for groups on Fridays**, as this is when it is cleaned in preparation for the weekend services.

Before entering the church, ensure the children are aware of the special atmosphere and behaviour expected inside such a place and that they treat the building and graveyard with due care and respect.

Goodwill and co-operation are essential if we are to be allowed to continue using this superb resource. If you have requested to use the church it will normally be opened for you and locked afterwards. Please switch any lights off and lock the doors after your visit.  
Perlethorpe Environmental Education Centre.

# Map of the Thoresby Estate

Map of Thoresby Estate



Perfethorpe Environmental Education Centre

Ref: HUNVD/Thoresby Estate Map/Zip12

# Safety Procedures at the Centre

## Notes for Leaders

### Fire Procedures

1. All staff should be aware at all times that a fire could occur. All pupils and adults should be briefed at the start of the visit re fire procedures and the location of fire alarms, extinguishers and exits. Fire procedure and assembly points are displayed in all rooms.
2. An emergency roll call list must be completed and displayed on the visiting schools' noticeboard in the entrance halls of all centres.
3. On discovery of a fire, the alarm should be raised immediately (by voice, bell or alarm system according to individual centre's provision).
4. The fire service should be called by dialling 999 and stating the address of the centre.
5. The teacher in charge of the group checks all rooms are clear (including toilets and storage areas). Other adults should lead pupils to the assembly area. All of the group are to assemble in the areas designated (see signs in each centre) and a roll call completed. No one should re-enter the building until declared safe by the emergency services.
6. If there is an opportunity to fight the fire, extinguishers in the building should be used. Ensure the correct extinguisher is used for each type of fire. No one may re-enter the building unless authorised to do so by a fire officer.

### Medical Information and First Aid Arrangements

1. All day centre teaching staff have current first aid certificates.
2. Relevant medical details of pupils and staff should be brought to the centre along with the register of those on site. Visiting teachers should make appropriate arrangements for the storage and administration of prescribed drugs and inform centre staff of any relevant medical conditions of staff or pupils.
3. Schools should bring their own first aid equipment for their group's use on the journey and on site. However, first aid equipment is located in each centre and leaders should familiarise themselves with its location. Items used from the kits should be reported to the centre staff in order that they may be replaced.
4. **'Teacher safety packs'** are available at each centre for schools' use while on site. The contents include first aid kits, whistle, spare clothing, sterile water, maps of the site and location of nearest hospital, and emergency blankets.

### **Local doctors' numbers:**

Middleton Lodge Surgery, New Ollerton  
Telephone: 01623 703266

5. It is recommended that a mobile phone is carried when groups are working away from the centres. Make sure a signal is obtainable.

### **6. A trained first aider should accompany each school class on site.**

7. If your school is planning studies in water, please read the advice on page 34 in relation to Weil's disease.

8. In the event of a serious emergency requiring medical treatment, leaders should call the ambulance service on 999. Any pupil transported to hospital must be accompanied by an adult.

9. Ambulance access: in the event of an accident at Perlethorpe, a competent adult must meet the ambulance at Home Farm (farm archway) and direct them to the location needed.

## **Recording and Reporting of Accidents, Illness or 'Near Miss' Incidents**

1. Any significant accident or illness should be reported in the accident/near miss logbook at the centre. Accidents or illnesses requiring a visit to the doctor or hospital should be recorded on an SR3/5 form. **A copy of this form should be left with or sent to the centre as soon as possible after the incident.**

2. If an accident requires anyone to be taken to hospital, the Health and Safety Executive must be notified within 24 hours.

3. The head teacher of the school should be informed first of serious injury or illness. The parents are then informed by the head teacher.

4. Any incident which does not get recorded as above, but in the opinion of centre staff or visiting staff could have resulted in injury or illness, should be considered as a near miss. Near miss incidents should be recorded in the logbook. These will help minimise future accidents.

5. If any child sustains a bump on the head and is not referred to a doctor, centre staff and/or visiting staff should ensure a 'head bump' letter is sent home with the child.

6. All SR3/5 forms should be reviewed once a term by the Head of Day Centres and relevant day centre staff.

7. In accordance with Nottinghamshire LA's '*Visits Guidance for Children and Young People*', centre staff and visiting staff cannot administer drugs to pupils except those prescribed by a doctor. It is the school staff's responsibility to store and record the administration of such prescribed drugs.



## **Weather Forecasts (and water levels for activities by or in water)**

- During all outdoor activities, a daily weather forecast must be noted and the day's plans reviewed in the light of the forecast and prevailing conditions. Under certain conditions, a change of plan may be needed. Centre staff will be able to advise on this matter. Self-led groups must always check the suitability of the activities to the prevailing conditions an alternative plan of activities should be available in case needed.
- Groups operating independently of centre staff must make arrangements to obtain a weather forecast and review plans for their day if necessary.

## **Food Hygiene**

Pupils must always wash their hands thoroughly with soap and running water before eating lunch. An adult must supervise hand washing. Do not allow pupils to consume food or drink while taking part in an activity. If a picnic lunch is planned away from the centre, arrangements will need to be made for pupils to wash their hands. This is especially important after pond and river activities, or during farm visits.

## **Road Safety**

1. Although many of the roads and tracks at the centres are quiet, they are used by a variety of vehicles including farm and industrial vehicles. Care must be taken at all times when crossing roads and pupils must always be supervised.
2. Always walk on the right hand side of roads, to face the oncoming traffic, with an adult on the road side. Always stand still when traffic approaches and keep together at one side of the road only.

## **Outdoor Conditions**

Schools must ensure that the group is suitably protected, clothed and shod for the expected weather conditions. Some wellingtons and waterproofs are available for children who are poorly equipped for the outdoors. Please ensure these are returned tidily to the cloakroom area. Wellingtons should be clipped together in pairs and turned upside down in the boxes so they can dry out. There are a small number of adult sized waterproofs.

In particularly hot weather please protect pupils' heads, necks and shoulders and include sun lotion in your equipment.

## **Insurance**

The insurance position is as explained in Nottinghamshire LA's '*Visits Guidance for Children and Young People*'. Teachers are covered by the Council's standard insurance for staff during visits, INSET meetings and pre-arranged planning meetings, but this provides no cover for teachers' personal belongings and no cover for pupils. Schools can arrange school travel insurance or personal insurance for teachers through the County Council's insurance section (telephone 0115977 3331).

# General Emergency Procedure

1. All leaders in charge of a group at the centres should be prepared for and ready to deal with any emergency which may arise. Groups are advised to have a mobile phone with them when away from the centre.
2. Take charge of the situation. Ensure safety and wellbeing of the whole group. Make sure all members of the party are accounted for.
3. Establish who is injured or ill and the extent of injuries or illness. Give emergency aid if necessary (to sustain breathing and circulation and prevent bleeding).
4. If the situation is urgent or life threatening, telephone 999 and ask for the required services, giving your name, location, number of casualties and an assessment of injuries/illness. Ask for immediate medical advice if necessary.
5. If you are on a walk away from the centre and have a mobile phone or radio contact with staff there, make contact with the centre for help. If you have no contact with the centre, a written message may need to be taken to the nearest telephone or the centre by an adult and/or by two or three responsible pupils (if this is appropriate to the age of the group).
6. Once any urgent situation has been dealt with, take time to reflect and decide the best course of action. Inform the centre staff, if you have not already done so, and share the problem.
7. Ensure any pupil taken to hospital is accompanied by an adult.
8. Control access to telephones, including mobile phones, to ensure information about the event is managed appropriately. Contact the head teacher giving clear details of the situation. The head teacher should contact parents of any injured pupils, but if necessary the leader must do this.
9. Ensure that other pupils are cared for, that they understand what has happened and are distanced from the situation if appropriate. Be aware that others in the party, adults and pupils, you included, may be suffering from shock.
10. In the event of a serious incident or fatality, centre staff, via their line management, should contact Children, Families and Cultural Services and the Health and Safety Executive. Press releases are the responsibility of the Director of Children, Families and Cultural Services. Everyone should be instructed to direct any press enquiries to Public Relations, Nottinghamshire County Council, tel. 0115 9773729.

# Activity Codes of Practice

The pages which follow provide guidelines on the undertaking of activities at the Environmental Education Day Centres: Perlethorpe. **All activities at the centre must be undertaken according to these guidelines.**

## Risk Assessments

These codes of practice are formed alongside the centre risk assessments of the sites and activities. If you wish to view these risk assessments on the internet, visit [www.nottinghamshire.gov.uk/outdooreducation](http://www.nottinghamshire.gov.uk/outdooreducation) and go to the website for the centre you are visiting. However, for planning and leading activities it is more important that leaders familiarise themselves with these codes of practice than the risk assessments. Schools should also refer to their LA's generic risk assessments and their school's specific risk assessments for these types of visits. If necessary the visit leader and Educational Visits Coordinator may need to complete a specific risk assessment for their visit to the centre, particularly if there are some pupils with special needs in the group.

## Group Sizes and Staffing Ratios

The whole group must be led by a qualified teacher. It is expected that each separate working group will be under the supervision of a qualified teacher. Head teachers may, however, decide that other members of school staff may fulfil this role. Parents and other adults significantly contribute to good supervision and adult/pupil ratios. It is expected that groups will operate in ratios of not greater than one adult to 10 pupils, though with younger and special needs pupils and for certain activities ratios of 1:6 or less are recommended.

## Recommended group size

Larger class groups split into smaller groups with an adult. Recommended ratio one adult to 10 pupils (maximum), although this will vary with the ages and abilities of the pupils.

## Personal equipment

In wet, cold and muddy conditions, boots or wellingtons are strongly advised (some available at certain centres) with additional warm clothes (depending on the weather conditions), waterproofs, hats and gloves brought if required. Full length trousers are recommended when walking in woodland or scrub areas, or in areas where deer and sheep are present. (Small ticks can carry Lyme Disease). Medication/asthma inhalers, epi pens, sun creams etc. where necessary. In hot/sunny weather, pupils will need a sun hat, sun cream and a long sleeved top to cover up.

## Group equipment

Teacher safety rucksack containing first aid kit Mobile phone/radio (if available) Maps, compass (if needed), whistle Throwing line if walking near water

## **General considerations for visits to all centres**

Discuss with pupils beforehand awareness of and consideration for other groups, such as horse riders or dog walkers. Follow the Country Code; discuss it with group before the visit. Take extra care on country roads. Walk on the right hand side of the road, with an adult on the road side, and stand still when traffic approaches together on one side of the road.

Inform pupils of possible hazards during visit – see Field Studies/Walks Around Site (p24). Follow agreed access arrangements closely and adhere to any special circumstances or warning notices (e.g., no access to deer parks during rut in October/November).

Routes should be planned to take into account the prevailing weather conditions and altered on the day if necessary. For example, a walk through woodland could be hazardous and therefore inadvisable during extreme windy conditions.

Female visitors to farms should be advised there is a possible risk of diseases being transmitted to pregnant women in contact with pregnant sheep and goats.

Hands must be washed thoroughly before eating with running water and soap, under adult supervision.

Other visitors to sites/general public may be in areas used by schools. Pupils need to be aware of this and how to behave.

Be aware of barbed wire and electric fences on all sites.

At lunch times pupils are supervised by visiting school staff/parents. There should be a first aider with the group and activities the children engage in should be suitable to the terrain and weather conditions.

For adventure playground guidelines see p27.

Watch out for tractors and other farm traffic at Perlethorpe.

At Perlethorpe if allowing pupils to climb on the large tree branch on the playground, ensure:

- Close supervision at all times.
- No more than 4 pupils on the branch.
- No pupil should be lifted onto the branch.
- Pupils should not walk on the branch.
- Nothing should be carried to the tree to gain access to the branch.

Be aware of the willow sculpture at Perlethorpe; children should be supervised at all times when in it and care should be given to broken branches at eye height.

When using the Anderson Shelter at Perlethorpe (on Evacuee Days) a safety talk on the correct access and exit procedure should be given before entering and warn pupils of uneven floor and low roof. A maximum of 15 pupils in the shelter at any time at Perlethorpe.

# Conservation

(including conservation & gardening activities during an Evacuee Day and Forest School activities)

## Location

Centre staff, in liaison with other agencies, will organise locations and projects.

## Leader in charge of activity

Usually centre staff, estate workers, or other outside agency.

## Teacher in charge of pupils

Required to be in overall charge of the group, ie disciplinary matters, motivation etc.

## Recommended group size/staffing ratios

Larger class groups split into smaller groups according to the activity – for example, litter picking groups of about six pupils to one adult, depending on age and ability. In activities where tools are used, more adults will be needed. These can be students, classroom assistants or other responsible adults. See *'Visits Guidance for Children and Young People'*.

## Personal equipment

Old, warm clothing (full body cover – ie long sleeves and trousers), hat and gloves (depending on weather conditions), waterproofs, protective footwear, wellingtons or boots (some available at the centre), protective overalls if available, work gloves, goggles etc, as appropriate. Medication/asthma inhalers, epi pens, sun creams etc. where necessary.

## Group equipment

Teacher safety rucksack (containing First Aid kit)  
Flasks – hot/cold drinks depending on time of year  
Mobile phone/radio (if available)  
Conservation briefing sheets  
Tools for the job (centre staff will help organise)

## Other considerations

A briefing on how to use, carry and lift objects and any tools must be given at the start of the session. When litter picking, pupils must wear disposable plastic gloves and be briefed about dangerous litter which may carry disease (e.g. needles, sanitary protection etc). It is essential that hands are well washed after conservation activities, especially before eating.

Weil's Disease – When working in or near water, refer also to 'Pond, River & Stream Dipping' and 'Weil's Disease' on p26.

Conservation activities should be suitable for the age and abilities of the pupils.  
Cover cuts and grazes with a waterproof plaster or rubber glove (check for allergies).

# Orienteering Codes of Practice

## Location

On centre site or in surrounding woods, fields etc.

## Leader in charge

Experienced visiting teacher or centre staff, preferably having completed an appropriate orienteering leaders' training event.

## Recommended group size/staffing ratios

Up to one adult per six pupils recommended to be out on the course in case of emergency or to accompany inexperienced groups on the course. Can be teachers, classroom assistants, students, parents or other responsible adults. A minimum of 5 adults. Less are recommended. Group ratios – ratio for under 5's on the farm is 1:2

## Personal equipment

Map (in plastic bag if weather is wet) and whistle (not required on all courses)

Compass (if needed)

Medication/asthma inhalers etc where necessary.

### **Bad weather Good weather**

Training shoes/boots/wellingtons Training shoes/boots

Waterproof coat/jacket/cagoule Suitable clothing (full body cover)

Suitable clothing (full body cover) Sun cream, sun hats etc

Hat and gloves

## Group equipment

Teacher safety rucksack containing first aid kit

Mobile phone/radio (if available)

Teachers' maps

## Other considerations

Before setting out run through the safety checklist:

- Don't touch/eat fungi or berries.
- Vehicles (Tractors, Cars, Lorries) – stand to one side of the road.
- Dogs/horses – do not approach them, stand still and quiet.
- Children who use asthma inhalers, epi pens should have them at all times.
- Do not run down hills.
- Stay together in pairs/small groups.
- If unsure of direction, go back to base and consult teacher.
- If members of the public are bothering groups, return to base & consult teacher.

Once at orienteering site, define clearly the area to be used and revisit any safety points necessary.

Adults, preferably in pairs, placed at strategic intervals round the course will avoid children straying from the defined area. Adults may be provided with whistles or personal alarms in case of possible incidents which may affect personal security. Build on skills, gradually increasing difficulty and length of each course. Courses should not involve crossing busy roads.

# Shelter Building

## Location

Woodland areas surrounding the centres.

## Leader in charge

Visiting teacher or centre staff.

## Recommended group size/staffing ratios

Larger group split down into groups of 2–6 for each shelter. Preferable to have an adult with each group. 1:10 minimum.

## Personal equipment

Boots/wellingtons, old clothes, hat, waterproofs etc. depending on weather conditions (fully body cover). Medication/asthma inhalers, epi pens, sun cream etc. where necessary. Work gloves (old gloves or gardening type).

## Group equipment

Teacher safety rucksack containing first aid kit  
Mobile phone/radio (if available)

## Other considerations

Groups should only use natural debris and be given strict instructions not to cut or uproot any of the vegetation. Bracken is invasive and can be used, however, when pulling bracken gloves should be worn. **Do not use spring bracken during late July/August as spores are considered a health risk.** Session best started by having a planning/drawing session indoors first. Define the area to be used, set boundaries and limits.

Children should be made aware of safety precautions to be considered while lifting or carrying logs, branches etc., and particularly while demolishing shelters (e.g. always have one person on either end of long pieces of wood). The size of shelters should be appropriate to the age of the pupils.

Make sure all children are accounted for all the time.

Pull down any shelters by the end of your visit to the centre. The group who built each shelter should demolish it themselves carefully, piece by piece, under supervision. Pupils not involved in demolishing should stand well back. No one should be inside the shelter during demolition. **There should be no evidence that you have been there (including no litter).** Hands must be washed thoroughly before eating – if necessary use medicated hand wipes. Consider weather conditions when shelter building (e.g. very strong winds or thunderstorms would make woodland activity inappropriate).

# Field Studies/Walks around the Site

(E.g. Habitat Studies, Earth Walks, Discovery Trails)

## Location

Centre grounds and surrounding areas, woodland, farmland, hedgerows, fields, lanes etc.

## Leader in charge

Visiting teacher (who is experienced in working in and familiar with the environment and the activity which is proposed), or centre staff.

## Recommended group size/staffing ratios

Group size varies according to age of pupils and activity – larger class groups should be split into smaller ones. 1:10 minimum.

## Personal equipment

Boots, wellingtons, waterproofs, hat, gloves (dependent on time of year/weather/activity), food, drink, map, compass (if required). Medication/asthma inhalers, epi pens, sun cream etc where necessary.

## Group equipment

Teacher safety rucksack containing first aid kit  
Mobile phone/radio (if available)  
Map/compass  
Whistle  
Specialised field study equipment (dependent on activity)

## Other considerations

It is important that teachers are aware of the environmental implications of over use of sites and consideration of others in the environment (forestry, farming, traffic, public etc) and that studies are planned according to prevailing weather conditions.

Pupils should be briefed before the activity about the possibility of encountering horses, dogs, poisonous plants, berries, fungi or hazardous litter and how to behave if they do so.  
It is essential that farm visits are arranged by centre staff.

Pupils should be shown how to use any equipment before the activity begins, to ensure it is used safely and correctly.

Pupils should not put their fingers in mouths, nostrils or eyes.

Hands should be thoroughly washed before eating, under running water with soap with adult supervision.



# Pond, River & Stream Dipping/Studies

## Location

Streams/rivers/ponds in areas surrounding the centres.

## Leader in charge

Experienced visiting teacher or centre staff.

## Recommended group size/staffing ratios

Recommended group size of a maximum of six pupils to one adult for younger pupils. Pupils should work in pairs or threes.

## Personal equipment

Wellingtons, suitable old clothing and spare clothing, waterproofs, hats, sun cream etc (depending on the weather conditions). Medication/asthma inhalers, epi pens, sun creams etc where necessary.

## Group equipment

Pond dipping equipment – nets, buckets, trays, hand lenses etc  
Teacher safety rucksack containing first aid kit  
Centre staff/teacher to carry throw line at all times  
Mobile phone/radio (if available)  
Map of site  
Water safety equipment, if appropriate to the venue, e.g. throwing line  
Spare clothing and towels

## Other considerations

Inspect the site before the visit to assess water depth and speed, ease of access, state of banks or edges and the overall state of the water. (Does it appear to be clean, does it smell or have scum or algae on the surface, is it suitable for the activity?) Assess weather conditions and alter plans if appropriate. Where provided, use steps or platforms to access water.

## Pupils should wear wellingtons at all times if entering the water.

Please read advice on Weil's disease over page. You may wish to inform parents of this very rare disease.

Define clearly the areas used and safety precautions before setting out. Ensure the group stays in visual contact with the teacher throughout the activity and that no one wades into the water unless asked to do so, or pushes/splashes others. Cuts and grazes must be covered with plasters/plastic gloves (check for allergies).

In the river at Perlethorpe be aware of debris in the water e.g a very low risk of World War II ammunition.

Pupils should not put fingers or equipment into their mouths, nostrils or eyes and should not eat at the study site. Hands must be washed thoroughly before eating under running water with soap. Adult supervision of hand washing is essential.

Avoid disturbing water wildlife and do not put any creatures under undue stress by keeping them out of the pond or stream for long. All water life must be returned to the original site at the end of the session.

# Weil's Disease

Weil's disease (or leptospirosis icterohaemorrhagiae) is an infection caused by bacteria carried in rats' urine, which contaminates water and wet river banks. The bacteria does not survive long in dry conditions. The likelihood of becoming infected is greater from stagnant or slow moving waterways, where rats are present.

Weil's disease is rare, but it can be a serious illness requiring hospital treatment and can lead to kidney or liver failure. The disease is a notifiable illness.

It is caught by absorbing the bacteria through the skin and the mucous membranes of the mouth and eyes. The bacteria gets into the bloodstream more easily through a cut on skin.

Should anyone fall ill with the symptoms after contact with infected water, particularly within a period of 3-19 days, they should see their doctor immediately. The most common symptoms are: temperature, an influenza-like illness, and joint and muscle pains. Tell the doctor you have been in water and where. It is important that antibiotics are administered straight away if there is any chance of having contracted Weil's disease. A blood test is usually taken to confirm the illness. Doctors can obtain advice and more information about the disease from the Leptospirosis Unit, Hereford Hospital on 01432 818822.

## **Preventative action to take**

1. Cover open scratches or wounds with waterproof plasters before arriving at the centre. Bring plastic/rubber gloves for any pupils with such scratches to wear during the water activity.
2. Always use suitable footwear to avoid cutting feet.
3. Wash hands after contact with streams or ponds.
4. Tell all pupils and parents that Weil's disease is rare. However, if they have a flu-like illness up to 19 days after the visit to go to their GP and tell him/her that they have been in contact with water and could possibly have contracted Weil's disease.

# Outdoor Adventurous Activities

(e.g. blindfold walks & games, use of adventure playgrounds, problem solving activities)

## Location

Woodland and areas surrounding the centres including adventure playgrounds.

## Leader in charge

Experienced teacher or centre staff.

## Recommended group size/staffing ratios

Varies according to age of pupils and activity planned. Suggested maximum of six children to one adult for younger pupils.

## Personal equipment

Suitable old clothing for the prevailing weather conditions (full body cover), wellingtons/ boots, gloves, hat etc. Medication/asthma inhalers, epi pens, sun cream where necessary. Work gloves where necessary.

## Group equipment

Teacher rucksack containing first aid kit  
Mobile phone/radio (if available)  
Map/compass (if needed)  
Whistle  
Equipment for activities, for example ropes, blindfolds etc

## Other considerations

Pupils and adult helpers should be introduced to the equipment, activities and safety procedures before setting out from the centre, including information on safe lifting and carrying of objects and other people (e.g. team challenges).

Pupils should be supervised at all times in the adventure playgrounds. No running through the equipment and pupils must not climb on top of the equipment. Maximum of 4 people per element of equipment in Perlethorpe adventure playground.

The site chosen for the activity should be suitable. Boundaries need to be set for activities to take place.

Teachers should be familiar with the area and with the ability and confidence levels of the pupils. Any children who are not at ease with the activity should be allowed to watch and join in only when they feel confident to tackle what is required of them.

Children should be closely supervised when undertaking activities such as blindfold walk & blindfold games, with adults placed by obstacles and at suitable intervals to ensure safety.

They should hold on to the rope at all times on the blindfold walk and younger pupils work in pairs with one sighted to support the other. Glasses removed for all blindfold activities.

Ensure pupils are accounted for at all times during the activities. Hands must be washed thoroughly before eating under running water with soap and adult supervision.

# **Working In The Centre Classrooms**

(including art/craft sessions)

## **Location**

Classrooms at Perlethorpe.

## **Leader in charge**

Centre Staff or Visiting Teacher

## **Recommended group size/staffing ratios**

1:10 minimum, 1:5/6 recommended – depending on activities undertaken.

## **Group equipment**

First Aid Kit

## **Other considerations**

RCDs must be used with all electrical equipment and equipment must not be used near water. Spills on floors must be wiped up immediately.

No hot drinks to be carried around classroom and children are not allowed in kitchen/drink making areas.

When using glitter, be aware that children must not rub their eyes.

Scissors are to be handled sensibly and must have rounded ends.

Any equipment for adult use only must be clearly demonstrated and the pupils informed of this fact. Low temperature glue guns are to be used by adults only.

Leader in charge must remind pupils of how to safely move around the centres ie no running, door slamming etc.

First aider must be in the classroom with the group.

Doors are to be locked at all times.

**Contacting Perlethorpe Environmental Education Centre**

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