

the outdoor classroom

preparation for your visit:

health and safety

Health and safety of visitors remains the responsibility of the school visiting. We have provided the following guidelines for your convenience.

We have identified the main hazards that could affect your visit. Please feel free to contact us if you have any concerns or feedback.

During the Trip

- Regularly carry out a head count of students. Always get an other member of staff to double check.
- Ensure reasonable supervision at all times. Allocate groups of pupils to individual adults. This will help with rapid communication of information.
- On arrival update your risk assessment
- Advise visitors to take care of belongings.
- Give an introductory talk to reinforce the code of conduct, identify out of bounds areas, map out the programme etc.

General Safety Measures

- School staff are responsible for the supervision, welfare and behaviour of children at all times.
- Adult leaders should be aware of specific medical or behavioural conditions affecting group members.
- It is the lead teacher's responsibility to ensure that staff and children are fully briefed.
- If staff and children are divided into small groups to explore the site regular rendezvous points should be established.
- All adult leaders should carry a list of the children in their group.
- Trained first-aiders should accompany the group on-site.
- Identify a base to re-assemble at. This could be the outdoor classroom area.