

GATTON PARK EDUCATION TRUST HEALTH AND SAFETY NOTES FOR GROUP LEADERS

Whilst the Gatton Park Education Trust (GPET) 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 GPET staff does not in any way remove the need for proper care and supervision to be provided by the visiting school/organisation which must, at all times, bear primary responsibility.

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.

DO:

- **Bring a class list of all children attending the visit, to be used as an emergency fire register.**
- Inform GPET 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.
- 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 suggest that pupils 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 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.
- Ensure GPET 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.
- 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.
- Talk through these points with the group members prior to the visit.

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.
- Pick the plants.

FINALLY

Please ensure that all adult helpers understand their role and are happy to take part in the activities and visit as a whole. The help of interested parents and students can be invaluable and add to the enjoyment, and safety, of the visit.