



School Visits – Advice & Health and Safety Information

[01/09]

**Group Leaders – Please sign one copy and return to Painshill Park prior to your visit
Please distribute copies to all staff & adults who will be on your trip**

Advice

We hope you have an enjoyable visit to Painshill Park. We appreciate that the advice given below is standard procedure for many of our school visitors and are genuinely impressed by the professionalism of the educators who visit us.

Supervision

'Adults supervisors in charge of young people during a visit have a duty of care to make sure they remain safe and healthy' Surrey Guidelines for Visits and Outdoor Activities

We find that pupils in well-organised groups gain the most from their visit. Many schools assign a small number of pupils to an individual adult who assumes responsibility for them. We insist upon the following minimum ratios of adults:

Reception:	2 children to 1 adult
Yr 1- 3	5 children to 1 adult
Yr 4- 6	8 children to 1 adult
Yr 7 +	10 children to 1 adult

Please encourage all adults to work with pupils during activities and be active in their supervision of children. We advise that all adults carry a mobile telephone – to contact Painshill Park staff **call 01932 868113**.

Access

For specific access requirements for children with disabilities, please contact the Education Department: 01932 868113.

Arrival

Upon arrival at Painshill Park, a member of Painshill Park Staff will meet you at the Entrance Bridge and direct your class to the Discovery Centre where you will be welcomed, receive a health and safety briefing and have your activity explained.

Cloakrooms

On arrival you will be directed to a cloakroom space for your group. Cloakroom areas will not be staffed during the day - Painshill Park Trust regret that we are unable to accept responsibility for any loss or damage.

Clothing

Pupils will be outdoors for a good part of the day and the programme will run except in very extreme weather conditions. Strong & sensible outdoor shoes are advised. It is best for children to dress in layers, which can be added or removed as required. A waterproof should be carried along with a hat and sun block. Drinking water is available, but younger pupils in particular may wish to carry a small bottle of water with them whilst outdoors.

Lunchtime & Shop

It is the responsibility of school staff to supervise pupils at lunchtime. We particularly request that adequate levels of supervision are maintained. During lunchtime your pupils are welcome to visit our Visitor Centre and Shop. Staff will be available to assist you and your pupils – please bring them in small groups with adult supervision to ensure that we are able to provide an efficient service. Alternatively, our Visitor Manager will be pleased to assist in preparing souvenirs in advance for your group.

Our Tea Room will be open, serving light snacks, ice creams and hot & cold drinks. School staff are welcome to take food / drinks outside the Tea Room. Packed lunches are available for school groups, as well as treats (including hot chocolate and ice creams) but must be booked at least 7 days before your visit.

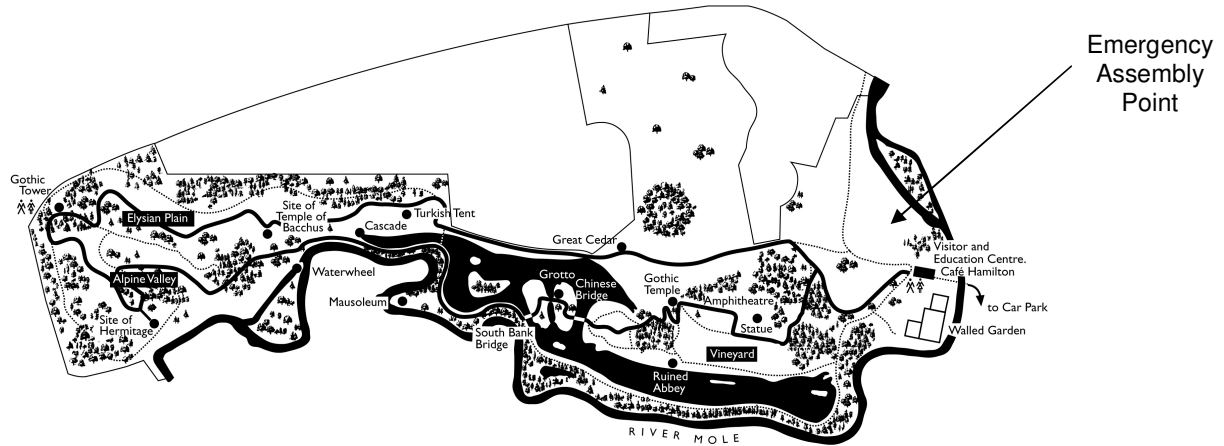
Toilets

Toilets are located in the Discovery Centre, Visitor Centre and the Tower.

Health and Safety requirements at Painshill Park

We recommend teaching staff visit us before the date of their trip to make their own risk assessment and familiarise themselves with the site.

1. Please complete the attendance list that we send to you, remembering to include both adults and children. On arrival at Painshill Park please hand your list to a Painshill leader. This allows us to hold an accurate list of visitors in the park. Please indicate mobile phone contact numbers on this sheet for all responsible adults in case we need to contact you whilst you are in the park
2. The EMERGENCY ASSEMBLY POINT is on the meadow adjacent to the schools picnic area



3. A FIRST AIDER is available – ask a member of Painshill Staff for assistance. First Aid kits are available in the Visitor Centre, Education Centre, Trust Offices (adjacent to the Walled Gardens) and restaurant.
4. In an EMERGENCY contact Painshill Park staff by calling 01932 868113. The Visitor Centre can provide information and help, as will rangers on duty in the park.
5. RISKS and HAZARDS – please read the accompanying risk assessment. Remember to keep children well away from the lake edge. The RIVER has steep sided banks, is fast flowing and unsuitable for any educational activities – DO NOT APPROACH.
6. WEIL'S DISEASE (Leptospirosis) or other diseases. If you are carrying out water-based activities in the park, you may be concerned about the risk of children contracting Weil's disease. The risk is normally associated with sewers, stagnant water and other places that provide harbourage for rats.
The disease is caught if bacteria enter the body through cuts and abrasions, via the mouth, or the mucous membranes of the eyes or nose. The following precautions should therefore be taken:
 - a) Ensure that all cuts and scratches are covered with a waterproof plaster (spares available).
 - b) Stress that no water from lake, pond, any sprinkler or machine should be drunk.
 - c) Remind children to wash hands thoroughly when they return to the Centre.
 Symptoms tend to start abruptly and include raised temperature, muscular pain, loss of appetite, vomiting, extreme exhaustion, possible nosebleeds, cold sores and bloodshot eyes. See a doctor should any of these symptoms occur
7. Remind pupils not to pick or handle any berries or fungi – they may be poisonous.
8. DO NOT CLIMB on buildings, machines, trees, the cascade, statue plinth or bridges. Such activities are both dangerous and cause damage. Painshill Park is a Grade 1 listed landscape, please encourage pupils to respect it.
9. The Horse Pump (Animal Engine), Waterwheel and Camp Site may only be used if a member of Painshill Park staff is present.
10. Be aware of the danger from vehicles and machines operating in the park. Keep clear of moving machinery and away from work areas. Our Landscape staff will indicate when it is safe to pass if no alternative route is available.

I have read and understood the Advice & Health & Safety information.

Signed

Print Name

School

Position

Date