



**Nottinghamshire
County Council**

2023

Safety Codes of Practice

Sherwood Forest Education Centre



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Emergency Contacts

Your School:

Telephone Number(s):

Sherwood Forest Visitor Centre: 01623 677321

Katie Ward, Sherwood Forest Education Centre

St Johns Hut, Sherwood Forest National Nature Reserve

Edwinstowe

Nottinghamshire NG21 9RN

Telephone: 01623 822218 (Perlethorpe Office)

**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 address is 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 Sherwood Forest. The Environmental Education Day Centre is maintained by Nottinghamshire County Council Local Authority (LA) for schools. Safety at the centre is managed by the Nottinghamshire County Council's Notts Outdoors team in conjunction with the RSPB at Sherwood.

By describing the standards of safety provided for schools by the Notts Outdoors Team and standards which visiting schools are recommended to provide for their pupils, it provides a quality assurance document for governors, head teachers, teachers, parents and pupils alike.

Because the safety of visiting one of the centres is the joint responsibility of the Notts Outdoors 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/nottsoutdoors under Schools and Groups>Centers>Sherwood Forest>Documents 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 Notts Outdoors 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 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 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 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:



Katie Ward
Position: Centre tutor
Centre: Sherwood Forest Education Centre
Date: June 2023

Signed:



Gary Richards
Position: Team Manager

Safety Responsibilities

Safety responsibilities of the Notts Outdoors Team

In liaison with the RSPB, the 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 Sherwood Forest and the to ensure any areas of potential risk to visiting schools are identified and appropriate measures taken.
- provide pre-visit training for visiting leaders through structured meeting.
- 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.
- 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 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/leader 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. There must be at least ONE teacher who is attending on the day of the visit, at the pre-visit meeting or have corresponded with the centre tutor and discussed 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).
- 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.)
- 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.

- smoking is not permitted at any of the centres or associated sites. Alcohol is not permitted at the Centre.

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:
<https://www.nottinghamshire.gov.uk/nottsoutdoors> or (for Nottinghamshire schools) the Wired website.

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 please inform the tutor leading your day visit so we can plan to re-stock the resources. If you should inadvertently return to school with any of the centre's equipment, please inform us immediately and arrange for its speedy return!

Hand sanitiser is stationed at the entrance and exit to St John's hut and we encourage regular use of sanitiser during the day, alongside the usual hand washing procedures.

Doing our bit for the environment

The Environmental Education Day Centres aim to inform pupils about education for sustainable development.

Turning off lights when not needed will not only save precious resources but keep our bills low too! Do try to build environmental awareness into your visit.

We encourage recycling at our day centre and there are specific bins provided for crisp bag recycling. **We now ask for visiting schools to take ALL Rubbish back to school with them.** We will provide black bin liners if required for lunch time rubbish, but these must be taken back to school when the trip departs.

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

After your visit

An **evaluation form** will be sent after your visit, please fill it in to help us continue to provide high quality activity days

Naturism on RSPB Reserves - Sherwood Forest and Budby South Forest Policy

Since the RSPB has been managing the land at Budby and Sherwood, they have followed Government legislation regarding Public Order and Open Access and tolerated naturism in quieter areas of the land that they are responsible for. Naturism is discouraged in the very busy RSPB Sherwood Forest area.

If you wish to receive a copy of the RSPB Naturism Policy, please contact Sherwood Forest directly.

Your visit to Sherwood Forest National Nature Reserve

Booking

To ensure the date you require is available. It is wise to book a term in advance firstly by telephone and then by booking form. Always establish the support you require for the day and be clear on activities. **When bringing a double class size, there will be a self-led aspect to your visit where school staff will lead one of the activities on the day and Notts Outdoors will lead the other activity. Unless a second tutor is requested at an additional cost.** We only offer full day support from the Notts Outdoor team (see back of Introduction to the Environmental Education Day Centre booklet for contact details). The objectives for the visit must also be given in advance so that the staff at the centre can plan your activities and prepare any resources you may need. A preliminary visit to Sherwood is essential before bringing a school party to the Park.

The Centre

The classroom is located next to the Cricket Pavilion, it is the large blue building. It has disabled access to the rear.

Toilet Facilities

Toilets are located inside the classroom. There are three Female cubicles and one male cubicle and urinal in the classroom. Accessible toilets and changing facilities are available at the Visitor Centre. Any groups using the visitors center toilets MUST be accompanied by the leading Notts Outdoors Tutor and the traffic light system at the VC must be adhered to.

Telephone

It is strongly advised that you check mobile phone signals prior to your visit as reception can be patchy especially in the summer months.

Parking

There is ample parking for cars and coaches at the car park next to the fairground. You may wish to bring a car with you as backup in case of an emergency or dependent on the needs of your group. Coaches and Minibuses are free to park. Cars will incur a charge of £5 per day to park. The car park can get extremely busy so please ensure that groups are aware of how to behave safely and stick to the paths where possible.

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 kept on the visiting staff member at all times.
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:

Major Oak Practice, High Street Edwinstowe.
Telephone: 01623 822303

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.. 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.

8.. Ambulance access: in the event of an accident at Sherwood, a competent adult must meet the ambulance at the main car park 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 resulting in offsite treatment should be reported to the Tutor in charge so a well worker form can be completed and logged on the Nottinghamshire County Council system.

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

3. 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.

4. All accidents should be reviewed once a term by the Head of Day Centres and relevant day centre staff.

5.It is the school staff's responsibility to store and record the administration of such prescribed drugs.

6. Any accidents or incidents that occur using the RSPB play area must be reported to the Tutor in charge. This will be passes onto the relevant RSPB representative who can record the incident with the RSPB.

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.

Outdoor Conditions

Schools must ensure that the group is suitably protected, clothed and have correct footwear for the expected weather conditions.

In particularly hot weather please protect pupils' heads, necks and shoulders and children bring their own sun lotion.

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).

Activity Codes of Practice

The pages which follow provide guidelines on the undertaking of activities at the Environmental Education Day Centre Sherwood. **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/nottsoutdoors 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

Group sizes at Sherwood will be 60 maximum or the equivalent of two class sizes.

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.

Personal equipment

In wet, cold and muddy conditions, boots or wellingtons are strongly advised. 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 a 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 pupil's 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.

Inform pupils of possible hazards during visit. 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.

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.

Children at Sherwood should be accompanied to the toilet block.

Activities

Location

On centre site or in surrounding woods, fields etc.

Leader in charge

Experienced visiting teacher or centre staff, with appropriate qualifications for activity

Recommended group size/staffing ratios

These are dependant on activity and can be discussed with the Outdoor Tutor

Equipment for the Visit

Clothing to suit weather and time of year, medication to be carried at all times. Mobile phone / radio (if available), safety pack / first aid kit

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 Shelter Building Do not use sporing bracken during late July/August as spores are considered a health risk**
- If members of the public are bothering groups, return to base & consult teacher.

T: 01623 822218

E: Perlethorpe@nottsc.gov.uk

W: www.nottinghamshire.gov.uk/outdooreducation

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