

## **HEALTH AND SAFETY ISSUES**

Refer to HCC Guidelines – Offsite Visits Manual

A Visit to Wymondley Wood is classified as a Level One Activity (one day or less – low risk activities)

### **Planning and preparing for the visit**

- Risk Assessment should inform your planning and should therefore be carried out at an early stage. A single assessment may be sufficient to cover several visits, but should be reviewed annually. On the day of the visit, on-going re-assessment of risks by the group leader is essential, especially in respect of weather forecasts and conditions. Consider the possible need for individual risk assessments for specific children where a greater risk may apply.
- If the group leader is to be someone other than yourself, an exploratory visit is desirable.
- Involve as many adult helpers as possible. At KS1, a ratio of 1:4 would be ideal, but even at upper KS2 I would recommend a ratio of 1:6. This allows for the need for on-to one supervision e.g. in the case of first aid treatment being given.
- Refer to the Teacher’s Notes for each trail for efficient forward planning of equipment and resources. A day which goes smoothly allows little time for distraction and “off-task” moments.
- Ensure that both adults and children are appropriately clad. This means: waterproof jackets, sensible shoes or boots, which grip well even in the muddy conditions, layers of clothing, hat, gloves etc for cold weather, sunhats (and drinking water) in hot conditions.



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Letchworth Garden City, Hertfordshire SG6 4ET  
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## On the day of the visit

Carry a travelling first aid kit + medication or equipment specific to individual need (eg epi-pens or inhalers) You may wish to also carry a “welfare pack” with items like sunscreen if appropriate.

- Carry a mobile phone, with the school’s number. Ensure that they can contact you if necessary.
- The group leader must carry a class list and it may also be useful for other adults to have lists of the pupils for whom they are responsible. Don’t forget to carry out frequent head-counts as you proceed.
- Extra care will be needed in the car park, keeping children away from moving vehicles.
- On narrow paths, children should walk in pairs or even single file.
- In Upper Plantation, when going off path for activities, give the following advance warnings:
  - No running; look out for uneven surfaces; when carrying materials (eg Green Trail/6/Artwork) sticks etc must be carried safely and not pointing up at the face; when doing tree studies (rubblings, aging) look for trees with no brambles around the trunk.
- Starting activities at the marker posts, always define a working area that is acceptable to you – usually this will be within sight of the post.
- Keep hands away from mouths while activities are in progress. Hands should always be washed at the end of the trail.
- White Trail – this involved more independent working, with a corresponding need for more guidance:
  - After the initial introduction at the starting point (car park?), each group of 1 adult and 5-6 children will go off to a different starting point and thence through the trail. Children must stay together and work co-operatively as a group, with a sharing of tasks and attention to the adult leader.



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