

Your BIG Learning Day Out

.Please read the following guidance and help us to ensure that you have a safe and enjoyable BIG learning day out with us.

Risk Assessment

The following information highlights hazards but is not intended to take the place of your own risk assessment. We therefore encourage all group leaders to take up our **free preparatory visit** in order to carry out their own Risk Assessment. Please telephone 01634 823800 or email smajor@chdt.org.uk to arrange this.

Although the Historic Dockyard Chatham is a busy historic site, visitor attraction and a place where people live and work, it is generally a safe place and our accident and incident rate is very low. Risks are carefully assessed and managed to minimize them. However, in common with many historic and natural environments, the Historic Dockyard has some hazards which pupils might not be familiar with and which require everyone involved in a school visit to be vigilant and take care.

Road Safety - Site roads are used by cars and light vehicles. There are traffic calming measures in place and dedicated pedestrian walkways but groups are likely to cross several internal roads.

(Mitigation suggestion: Care to be taken when crossing roads and group to keep to pavements and walkways).

Slips, trips and falls - Surfaces are uneven in places, some roads have train tracks set into them whilst other areas have a gravel surface. *(Mitigation suggestion: Suitable footwear to be worn, pupils to refrain from running, climbing on barriers and throwing or kicking loose gravel.)*

Historic Ships - The ships are exciting real historic environments – As such they have compartments with low head room, ladders and some fittings on decks. Small spaces may also cause difficulties for pupils with claustrophobia. *(Mitigation suggestions: Trousers to be worn, belongings including lunch to be carried in a rucksack or similar bag or alternatively, left in our designated school space at the start of the visit leaving hands free to hold hand rails. Pupils with a known risk of claustrophobia should be identified to our staff prior to visit.)*

Weather - The Dockyard site is very large and the galleries, ships and Ropery are located across the site. *(Mitigation suggestion: Pupils to wear suitable warm, waterproof clothing in cold weather and bring sun cream and a hat in hot weather.)*

General -As a visitor attraction, your pupils may come into contact with the general public during their visit and should you enter any of the catering areas on site, hot drinks will be present. *(Mitigation suggestions: Adults to remain vigilant throughout visit)*

Pupil Conduct and Supervision

Pupils remain the responsibility of teachers and group leaders at all times and cannot explore the site without adult supervision. The recommended supervision ratio is one adult to 10 children (one adult to 6 children for Reception – Year 3 inclusive). **Free adult places** are granted in order to allow these

ratios to be met. Please ensure your group understands and adheres to the attached Code of Conduct as this will minimise the risk from the aforementioned hazards.

Emergency Information

First Aid Incidents - Should you or any of your party require first aid treatment please contact any member of our staff who will call one of our many qualified on-site first aiders to attend and call for appropriate medical or other help if required.

Safeguarding incidents - Members of the general public will be taking photographs during their visit. If staff suspect images of students are being taken they should report this or any other safeguarding concern to a member of our staff immediately.

Fire and Emergency Evacuation - Each gallery has a recognised Fire and Evacuation Procedure and Dockyard staff will be on hand to assist with the safe evacuation of buildings. Teachers are asked to ensure that their students remain calm and that they have a register at hand for all those in their care.

Other Information

Shopping - It is appreciated if you could visit the shop in groups of approximately 20. Goody bags are also available if requested in advance from Shirley Major email smajor@chdt.org.uk

Lunches - We suggest that lunches are carried by the pupils in rucksacks or alternatively, left in our designated schools space at the start of your visit.