

Your BIG Learning Day Out

Please read the following guidelines 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 learning@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. *(Risk Mitigation: 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. *(Risk Mitigation: 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. *(Risk Mitigation: 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. *(Risk Mitigation: 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. *(Risk Mitigation: 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 offered in order to allow these

ratios to be met. Please ensure your group understands and adheres to the Visitor 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 learning@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.

Visitor Code of Conduct

Pupils must:

- Remain with their supervising adult(s) at all times and not stray from their group.
- Take great care when walking on or crossing roads on the site, looking out for traffic.
- Take care on wet and uneven surfaces.
- Not cross, lean on or climb on any barriers on the site, particularly those around the dry docks and on the ships.
- Listen to and comply with instructions from Visitor Guides and Learning Team Staff.
- Wear appropriate footwear and clothing.
- Mind their heads where there are low doorways and confined spaces.
- Hold onto hand rails where available.
- Not consume food or drink within the galleries or the shop.
- Not use mobile telephones in galleries or attractions, particularly during taught sessions.
- Not smoke in any buildings or galleries or anywhere near the Ropery building.