

## Health and Safety Guidelines for School Visits

We hope that you have an enjoyable and worthwhile trip to Eden. We have identified below the main hazards that could affect your visit and we ask that you co-operate fully with us to ensure the smooth running of your trip. Please study the guidelines below and feel free to contact us if you have any concerns or feedback.

### General Safety Measures

- School staff are responsible for the supervision, welfare and behaviour of children at all times. Adult leaders should be aware of specific medical or behavioural conditions affecting group members.
- It is the lead teacher's responsibility to ensure that staff and children are fully briefed.
- Staff and children are divided into small groups to explore the site. If older children (12+) are allowed to explore in small groups adult leaders should set up regular rendezvous.
- All adult leaders should carry a list of the children in their group, and a comprehensive list of all staff and children present at Eden from their school.
- Eden staff trained in on-site emergency procedures and in dealing with vulnerable persons.
- Highly trained stewarding team with site-wide radio communications.
- Onsite paramedic and a large number of trained first-aiders.
- As far as possible all school groups are met, given an introduction to Eden which includes a health and safety briefing, and provided with a base room.
- If an incident occurs whilst staying at the YHA contact YHA staff

Location	Description of Hazard	Like-likelihood	Serioussness	Control measures in place
Site-wide	Personal injury through slips, trips & falls.	Med	Low	<ul style="list-style-type: none"> <li>• Daily inspection of paths, steps etc.</li> <li>• Verbal warning in introduction.</li> </ul>
Lake, ponds, drainage ditches	Possibility of drowning	L	High	<ul style="list-style-type: none"> <li>• Life buoys present.</li> <li>• Eden team to give verbal warning if inappropriate behaviour spotted.</li> </ul>
Rainforest Biome	Heat exhaustion	L	M	<ul style="list-style-type: none"> <li>• Schools advised on appropriate clothing and drinking water.</li> <li>• Emergency cool room, help points and drinking fountains in HTB.</li> </ul>
Site-wide	<ul style="list-style-type: none"> <li>• Allergic reaction to plants due to touch</li> <li>• Poisoning due to ingestion of poisonous plants</li> </ul>	L	M	<ul style="list-style-type: none"> <li>• Verbal warning given in introduction.</li> <li>• Signage discourages picking and touching plants.</li> <li>• Eden hazardous plants manual provides reference in emergency.</li> </ul>
Site-wide	Personal injury from traffic/land-train	L	H	<ul style="list-style-type: none"> <li>• Verbal warning given in introduction.</li> <li>• Site-wide vehicle speed restrictions.</li> <li>• Large vehicles escorted on-site.</li> <li>• Signage clearly indicating land train route</li> </ul>
Land train	Injury from falling off the landtrain	L	H	<ul style="list-style-type: none"> <li>• Students will be instructed to remain seated whilst the vehicle is in motion.</li> <li>• At least one school staff member will ride on each carriage.</li> </ul>
Education Centre	Allergic reaction to products used in schools workshops	L	H	<ul style="list-style-type: none"> <li>• No nuts included in any of the products used.</li> <li>• Food transported/stored in airtight containers.</li> <li>• Verbally check with staff and students prior to using face paint</li> <li>• Verbal warning to teachers/children.</li> </ul>
Site-wide	Possibility of abduction/assault by	L	L	<ul style="list-style-type: none"> <li>• On site Emergency and Vulnerable persons procedures.</li> </ul>

	member of the public			<ul style="list-style-type: none"> <li>• School staff responsible for location of their group at all times.</li> </ul>
Workshops	Possibility of injury whilst students are engaged in adventurous activities			<ul style="list-style-type: none"> <li>• Each workshop is carefully planned in advance.</li> <li>• Each workshop is risk assessed and has control measures in place.</li> <li>• Leaders will instruct students how to behave, school staff will assist.</li> </ul>
Evening meal	Possibility of losing pupils on site whilst its dark			<ul style="list-style-type: none"> <li>• Staff will escort their students and count them at regular intervals.</li> <li>• Eden staff will be alerted immediately if anyone is missing.</li> <li>• Students will be instructed to stay in groups and walk around the site</li> </ul>
YHA	Students and staff will be looked after by YHA staff whilst on YHA premises and during YHA workshops.			