

## 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 safe 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 responsible for the supervision, welfare and behaviour of children at all times.
- Adult leaders should be aware of individuals with specific medical or behavioural conditions.
- 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.
- Students over the age of 16 can explore independently 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 means of communicating with the lead teacher.
- Adults who have become separated from their group or are late will be introduced to a member of the school staff before they are allowed to join the group.
- Eden Team trained in on-site emergency procedures, safeguarding and in dealing with vulnerable persons.
- Highly trained stewarding team with site-wide radio communications.
- 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.
- In case of emergency teachers and pupils should contact a member of the Eden Team.

Location	Description of Hazard	Like-lihood	Seriou sness	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>• Mentioned in introductory briefing re appropriate behaviour on site.</li> </ul>
Lakes, ponds, drainage ditches	Possibility of drowning	Low	High	<ul style="list-style-type: none"> <li>• Eden team to give verbal warning if inappropriate behaviour spotted.</li> </ul>
Rainforest Biome	Heat exhaustion	Low	Med	<ul style="list-style-type: none"> <li>• Schools advised on appropriate clothing and drinking water.</li> <li>• Drinking fountains in Biome.</li> <li>• Stewards supervise the Biome.</li> </ul>
Site-wide	<ul style="list-style-type: none"> <li>• Allergic reaction to plants due to touch</li> </ul>	Low	Med	<ul style="list-style-type: none"> <li>• Students told not to pick and / or eat any of the plants.</li> </ul>

	<ul style="list-style-type: none"> <li>Poisoning due to ingestion of poisonous plants</li> </ul>			<ul style="list-style-type: none"> <li>Group leaders are responsible for informing Eden staff if there are any children who have allergies or particular medical conditions. Eden staff will act accordingly to reduce any risk.</li> <li>Eden's education staff are aware of plants with particular risks.</li> <li>Eden has numerous qualified first aiders on site.</li> </ul>
Site-wide	Personal injury from traffic	Low	High	<ul style="list-style-type: none"> <li>Site-wide vehicle speed restrictions.</li> <li>Large vehicles escorted on-site.</li> </ul>
Education workshops	<ul style="list-style-type: none"> <li>Allergic reaction to products used in schools workshops</li> <li>Food hygiene issues.</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>No nuts included in any of the products used.</li> <li>Food transported/stored in airtight containers or wrapped in plastic film.</li> <li>Verbal 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 member of the public	Low	High	<ul style="list-style-type: none"> <li>On site Emergency and Vulnerable persons procedures and Safeguarding Policy.</li> <li>All education staff DBS checked.</li> <li>School staff responsible for location of their group at all times.</li> </ul>
Workshops and Challenges	Possibility of injury whilst students are engaged in workshop or adventurous activities	Low	Med	<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 – individual RAs available on request.</li> <li>Leaders will instruct students how to behave, school staff will assist.</li> </ul>
Ice rink and surround	<p>Possibility of personal injury due to slips, trips and falls.</p> <p>Cuts and injury from ice-skates</p>	Med	Med	<ul style="list-style-type: none"> <li>Suitable skating boots provided, checked and maintained regularly by trained staff.</li> <li>Suitable ratios of on-ice staff focused on behaviour and safety of all.</li> <li>Verbal safety briefing to groups.</li> <li>Appropriate clothing guidelines given in advance.</li> <li>Non-slip matting on relevant flooring areas.</li> <li>Area regularly inspected to address pooling water or other hazards.</li> </ul>

## References

- Health & Safety at Work etc Act (HASAWA) 1974
- Management of Health and Safety at Work Regulations (MHSWR) 1999
- Workplace, Health, Safety and Welfare regulations 1992
- Safety Signs and Safety Signals Regulations 1996
- First Aid at Work Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- HM Government Guidance [Reducing the spread of respiratory infections, including COVID-19, in the workplace](#) (released 1<sup>st</sup> April 2022)

#### **Eden Documents**

- Standard Operating Procedures - School Visits to the Eden Project 31/01/24
- Eden Education (site wide) Risk Assessment 31/01/24
- ICE20-03 Schools and Play Sessions Risk Assessment