



School and Group Visit Guidelines

Enabling you to get the most from your visit

We want you and your students to enjoy their visit and to have a safe visit.

If you have any questions please contact us before your visit.

You are welcome to visit the site before your trip.

The Hasting Pier Charity (HPC) staff are responsible for:

- A short safety talk at the start of the visit.
- The content of the sessions and workshops.
- The safety of any equipment and artefacts used in the sessions.
- Maintaining a high standard of teaching enabling pupils to make the most of their visit.

The class teacher or group leader is responsible for ensuring that:

- They have read these guidelines and taken notice of any additional safety information given during their visit.
- Any child needing specific medication has brought it with them and the child and an adult present know how to use the medication needed.
- All helpers are aware of the purpose of the visit and the standards of behaviour expected of pupils (see enclosed planning sheet).
- Appropriate discipline is maintained during the visit.
- The HPC staff are aware of any SEN/medical information relevant to the activity.
- The ratio of adults to pupils is maintained during the day and that HPC staff are not left alone with children.

Minimum Ratios: Reception, KS1 and KS2 = adult 1:6, KS3/4 = adult 1:15

- Parents of pupils on the visit have been informed of the need for any special clothing. The pupils should wear suitable footwear and wear appropriate clothing for the activity they are doing (particularly if outside).
- Any litter, especially after eating packed lunches, is cleared away.
- They have planned the coach drop off point and are aware that the Pier is near the main road and there is a cycle path along the promenade outside the Pier.

The adult helpers with the group are responsible for ensuring that:

- Pupils' behaviour is maintained to the standard expected by the class teacher.
- They understand the purpose of the visit and timetable.
- They know of any special needs that the pupils in their group may have.
- They are with their group at all times particularly during any independent work and help support their group with any practical activities.
- Parents cannot bring younger siblings on the trip and are asked to turn off mobile phones when they are in charge of groups.

Pupils should:

- Be aware of the purpose of their visit and have an activity to do.
- Understand the need for appropriate behaviour.
- Observe instructions and safety advice given by HPC staff.

On Arrival:

- Groups should arrive at least five minutes before their first activity is due to start. The teacher in charge should bring the group to the Pier entrance where you will be met by a member of the HPC Learning team.
- It is essential that on arrival, you tell the museum staff how many students and adults are in your group.

Toilets:

- There are several toilets in The Deck visitor centre including an accessible toilet.

Photography:

- Photography is permitted for educational purposes only and images must not be reproduced without the Hastings Pier Charity's consent.

Health and Safety:

- Hastings Pier Charity has a generic risk assessment which identifies some hazards as being inherent to visits and the use of the Pier and its facilities.
- This list may not include all hazards that may be present and Hastings Pier Charity does not accept liability for omissions from this list.
- Control measures indicated are **for guidance only** and the group must satisfy itself as to their suitability.
- We recommend that teachers visit prior to their trip to make their own risk assessment. We have enclosed an ESCC risk assessment template for school visits should you wish to use it.
- Hastings Pier Charity has a current Public Liability Insurance cover provided by Lockyers Insurance, policy number 25023866CTC.

First Aid:

- **Every group should have its own first aider** and someone who could accompany a child to hospital if necessary.
- The HPC staff should be informed of any accident/illness.
- The HPC staff will help with locating telephone and location of on site first aid box.
- School staff should report any incident to HPC staff for recording in the accident book.

Example Blank Risk Assessment

- Please complete one sheet for each Risk Assessment

Establishment		Department	
Group Leader		Date	
Location		Review date	
Other Staff			
Group Size		Ratio	

<p>Description of Hazards</p> <p><u>Site and environment</u></p> <p><u>Group and the individuals within it</u></p> <p><u>Activity</u></p> <p><u>Transport</u></p>
<p>Consequence of Hazard</p> <p>Minor injury <input type="checkbox"/> Injury <input type="checkbox"/> Over three-day absence <input type="checkbox"/> Major injury <input type="checkbox"/> Disability or Death <input type="checkbox"/></p>
<p>Persons at Risk</p> <p>Children School staff and volunteers Members of the public Worthing Museum and Art Gallery staff</p>

Control Measures

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating

Likelihood : 1 2 3 4 5

Severity : 1 2 3 4 5

Risk (Likelihood x Severity)

Risk Priority Rating

High(16 – 25) Medium(9 – 15) Low(1 – 8)

Alternative Plans (Plan 'B')

Ongoing Risk Assessment 1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required

Emergency Contacts and Procedures

Authorising Officer Comments

Signature of Group Leader

Date

Signature of Authorising Officer

Date