Canolfan Addysg Amgylcheddol Rhostir Cog

Cog Moors

Environmental Education Centre

Coach driver information: there is a dedicated coach park opposite the classroom. **Visiting groups must be kept on the bus until our Education Co-ordinator arrives.** The Education Co-ordinator will escort the group to a safe area so that the coach can then park or leave.

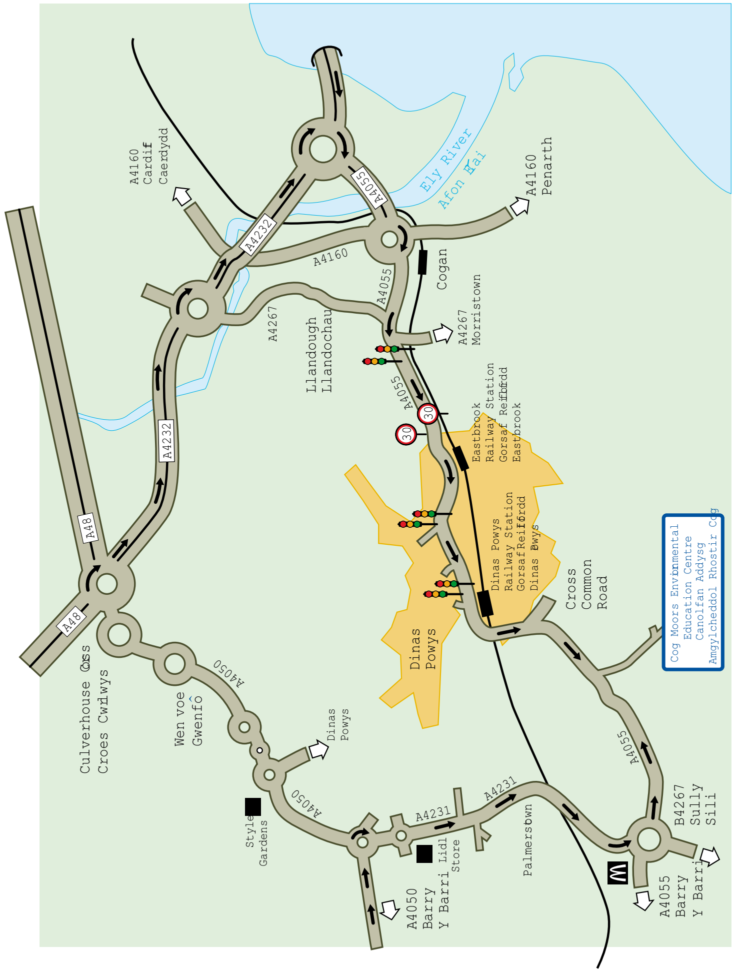
The coach and driver are more than welcome to stay on site but we must insist that the bus driver does not walk around the site, other than to the classroom to use the welfare facilities.

We recommend that this leaflet is kept on the school premises should you need to find the site in an emergency.

Gwybodaeth ar gyfer gyrwyr bysus: mae lle arbennig i barcio bysus gyferbyn â'r ystafell ddosbarth. **Rhaid cadw grwpiau sy'n ymweld ar y bws hyd nes i'n Cydgysylltydd Addysg gyrraedd.** Bydd y Cydgysylltydd Addysg yn arwain y grŵp i fan diogel fel y gall y bws barcio neu adael.

Mae croeso i'r bws a'r gyrrwr aros ar y safle ond mae'n rhaid i ni fynnu nad yw'r gyrrwr yn cerdded o gwmpas y safle ac eithrio i'r toiled ac ati ger yr ystafell ddosbarth.

Rydym yn argymell y dylid cadw'r daflen hon yn yr ysgol rhag ofn y bydd angen i chi ddod o hyd i'r safle mewn argyfwng.



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Nr. Cardiff
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living and learning with water | Dŵr Cymru Welsh Water | byw a dysgu gyda dŵr

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Cog Moors

Environmental Education Centre

Health and Safety
Iechyd a Diogelwch

Information for educational visits
Gwybodaeth ar gyfer ymweliadau addysgol

"Ensuring an exciting visit for all in a Safe Environment at Dŵr Cymru Welsh Water's Education Centres"

"Sicrhau ymweliad cyffrous i bawb mewn Amgylchedd Diogel yng Nghanolfannau Addysg Dŵr Cymru Welsh Water"

Thank you for choosing Cog Moors Environmental Education Centre for your school visit. Educational visits play a crucial role in the curriculum so we want you to have a safe and enjoyable visit. Please read the following Health and Safety information to ensure your day goes smoothly.

Prior to your visit please inform us of any children with SEN, medical or behavioural problems. This includes pupils with 1:1 support for any part of the day. **It is imperative that their support member of staff accompanies them throughout the visit to our site**. Unfortunately, if this is not possible, we cannot allow them to visit.

Visiting groups should be a maximum of 35 pupils with a ratio of 1 adult to 8 children. Children should be split into 4 groups (of approx. 8 children) before arriving on site and an adult helper allocated to each group. Please note that our required supervision ratios may differ from your LEA.

No children under the age of 6 are allowed on site.

The day begins at 10am and finishes at 2.30pm.

During the day all visitors will need:

- A packed lunch.
- Outdoor clothing.
- Suitable outdoor footwear.
- No flip flops or sandals allowed.

Cog Moors is an operational site so it is important that, for their safety, children are kept on the bus until our teacher arrives.

All parties must stay on designated pathways at all times unless instructed otherwise by one of our staff.

Visiting staff are responsible for:

- The conduct of all party members including adult helpers who must be briefed on our Health and Safety guidelines before the visit.
- Provision of first aid kits.
- Administration of first aid to any party members.
- The supervision of all party members during lunch.

All of our activities are fully risked assessed, copies of the risk assessments are available on request.

Please ensure you have a complete class list with you on the day of the visit for fire evacuation purposes.

If there is an operational problem on site, there may be cause to cancel your visit at short notice.

www.livingandlearningwithwater.com

Diolch am ddewis dod ar ymweliad addysgol â Chanolfan Addysg Amgylcheddol Rhostir Cog. Mae lle pwysig iawn i ymweliadau addysgol yn y cwricwlwm, felly rydyn ni am sicrhau'ch bod yn cael ymweliad diogel a difyr.

Gofynnir i chi ddarllen y wybodaeth a ganlyn am Iechyd a Diogelwch er mwyn sicrhau bod eich ymweliad yn rhedeg yn esmwyth.

Cyn eich ymweliad, rhowch wybod i ni os oes gennych blant ag AAA, problemau meddygol neu broblemau ymddygiad. Mae hyn yn cynnwys plant sy'n cael cymorth 1:1 am unrhyw ran o'r diwrnod. **Mae'n rhaid i'r aelod o'r staff sy'n eu cynorthwyo fod gyda nhw trwy gydol yr ymweliad â'n safle ni.** Gwaetha'r modd, os nad yw hyn yn bosibl, ni allwn ganiatáu iddynt ymweld â ni.

Ni ddylai fod mwy na 35 o ddisgyblion mewn grŵp, gydag un oedolyn i bob 8 plentyn. Dylid rhannu'r plant i bedwar grŵp (o tua 8 plentyn) cyn cyrraedd y safle a threfnu bod oedolyn yn helpu pob grŵp. Sylwch: Efallai bod ein ffigurau goruchwylio ni yn wahanol i rai eich AALl chi.

Ni chaniateir dod â phlant o dan 6 oed ar y safle.

Mae'r diwrnod yn dechrau am 10am ac yn gorffen am 2.30pm.

Bydd ar bob ymwelydd angen

- Pecyn cinio.
- Dillad awyr agored.
- Esgidiau addas ar gyfer bod y tu allan.
- Ni chaniateir fflip-fflops na sandalau.

Mae canolfan Rhostir Cog yn safle gwaith ac felly mae'n bwysig, er eu diogelwch, bod y plant yn cael eu cadw ar y bws hyd nes y daw ein hathro.

Rhaid i bawb aros ar y llwybrau a nodwyd bob amser os nad oes un o'n staff yn dweud fel arall wrthynt.

Y staff sy'n ymweld sy'n gyfrifol am:

- Ymddygiad holl aelodau'r grŵp yn cynnwys yr oedolion sy'n helpu ac mae'n rhaid i'r rheiny gael gwybod am ein canllawiau Iechyd a Diogelwch cyn yr ymweliad.
- Dod â phecynnau cymorth cyntaf.
- Rhoi cymorth cyntaf i aelodau eu parti.
- Goruchwylio holl aelodau'r parti yn ystod amser cinio.

Cynhelir asesiad risg i'n holl weithgareddau. Holwch os hoffech gopïau o'r asesiadau risg.

Gofalwch fod gennych restr gyflawn o'r disgyblion gyda chi ar y diwrnod rhag ofn y bydd angen gadael y safle oherwydd tân.

Os bydd problem weithredol ar y safle, efallai y bydd angen canslo'ch ymweliad ar fyr rybudd.