

# **Safety Information for Educational Groups**

**Cog Moors Environmental  
Education Centre**

**Julia Brice  
Education Co-ordinator**

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**Dŵr Cymru  
Welsh Water**

## Safety Information for Educational Groups - Cog Moors Environmental Education Centre

<b>Safety Statement</b>	<p>Dŵr Cymru Welsh Water fully accepts its responsibilities under Health and Safety Legislation. A Health and Safety Policy is in place together with written risk assessments undertaken in respect of our legal duties relating to persons other than employees (i.e. visitors) coming to this venue and using our facilities.</p> <p>Please be assured that your health and safety whilst at the Cog Moors Environmental Education Centre is of our utmost concern to ensure that your visit is a fun, enjoyable and a valuable learning experience.</p> <p>Educational groups are informed of the following details, which will aid the undertaking of your own 'educational visit' risk assessment for the purposes of your visit.</p>
<b>Background</b>	
<b>Experience</b>	The Cog Moors Environmental Education Centre has been open since 2002. It lies within the Cog Moors Waste Water Treatment Works and is adjacent to an area of Special Scientific Interest. The centre has a classroom, an 11-acre conservation area which includes a large pond and stream. Groups can also take tours around the adjoining Waste Water Treatment Works.
<b>Education Programmes</b>	There is a range of educational programmes available to visiting schools, depending on the size and age range of the group. Details can be discussed with the Education Co-ordinator.
<b>Visitor Numbers</b>	Each year we receive approximately 3000 children through the Cog Moors Environmental Education Centre.
<b>Suitability</b>	Cog Moors Environmental Education Centre is considered suitable for Key Stage 2 pupils and transition years (Age 6 - 12). Cog Moors is an operational site therefore no children under the age of 6 are allowed on site.
<b>Booking a Visit</b>	<p>Please contact the Education Co-ordinator to book provisional dates and activities and possibly to arrange a pre-visit if required.</p> <p>Telephone: 02920 515621 or E-mail: <a href="mailto:Julia.brice@dwrwymru.com">Julia.brice@dwrwymru.com</a></p> <p>A list of schools that have previously visited our venue is available upon request.</p>
<b>Arrival Information</b>	The Education Co-ordinator will meet the group in the car park outside the classroom. As this is an operational site we would request that the children stay on the bus until our Education Co-ordinator has arrived. Please phone the centre should your arrival be delayed on <a href="tel:02920515621">Tel: 02920 515621</a>
<b>Post Visit</b>	If after your visit you have any concerns or have experienced any problems regarding the management of the Education Centre or the health and safety of members of your party, we would welcome the opportunity to discuss these with you. Please phone <a href="tel:01443492720">Tel: 01443 492720</a> or Email: <a href="mailto:livingandlearningwithwater@dwrwymru.com">livingandlearningwithwater@dwrwymru.com</a>
<b>General Information</b>	
<b>Responsibility</b>	Party leaders must not leave their group unsupervised. Staff in charge of

<p><b>for Conduct</b></p>	<p>visiting educational parties are fully responsible for the conduct of all members of their party, including adult helpers while at the Cog Moors Environmental Education Centre. The overall welfare and health and safety of the group is the responsibility of the visiting group's staff. Groups must not:</p> <ul style="list-style-type: none"> <li>• Enter areas which are <u>not</u> open to the public</li> <li>• Behave in an unruly manner</li> <li>• Touch or climb on any machinery</li> <li>• Ignore any instructions/safety information provided by site staff</li> </ul> <p>Our Education Co-ordinator has the right to refuse to undertake activities if the behaviour of a group is considered a Health and safety hazard</p>
<p><b>Staff: Pupil Ratios and Maximum Party Sizes</b></p>	<p>All groups must bring with them a suitable number of adults to supervise the party. We require a ratio of 1 adult to 7. Prior to arrival on site the class should be split into 4 groups with an adult helper allocated to each group. The maximum party size in the classroom is 35, for larger groups please discuss with the Education Co-ordinator when booking your visit. It is imperative that any pupil who has 1:1 support for any part of the day is accompanied by their support member of staff whilst on a visit to our site. If this is not possible due to health and safety reasons we cannot allow them to visit.</p>
<p><b>Insurance (Public Liability - Employers' Liability)</b></p>	<p>We have Public Liability insurance cover provision to a minimum of £5 million. Details of our Public and Employers' Liability insurance are available prior to your visit on request. A copy of our Employers' Liability insurance certificate is displayed on the wall in the classroom.</p>
<p><b>Criminal History</b></p>	<p>All reasonable measures are taken to ensure that any staff who work with educational groups have been subject to criminal history checks and full Criminal Records Bureau enhanced disclosures are in place for such staff.</p>
<p><b>First Aid</b></p>	<p>Our Education Co-ordinator carries a standard First Aid Kit and mobile phone which are available for use by a visiting party. Please note that the staff in charge of a visiting group are responsible for the administration of first aid and no group will be allowed on site without a suitably qualified first aider.</p> <p>Lifebelts are clearly displayed by the pond. A first aid kit is also available in the classroom.</p> <p>It is the responsibility of the visiting group's staff to ensure that any specific medication required by a pupil is available when required, and where necessary the Education Co-ordinator is informed of any such condition when the initial booking is made.</p>

<b>Pre-visits</b>	If a member of staff in charge of a confirmed booking would like to arrange a pre-visit to complete their own risk assessments and to familiarise themselves with the activities or equipment, this should be arranged with the Education Co-ordinator at a mutually convenient time.
<b>Emergency Evacuation</b>	Emergency evacuation procedures are in place. All staff are familiar with these and will direct visitors safely from the premises. On hearing the fire alarm, all visitors must make their way to the dedicated Assembly Point located in the main car park adjacent to the building. The visiting school must provide our Education Co-ordinator with a class list on arrival for fire evacuation purposes. Fire extinguishers, signs and fire doors are regularly maintained and inspected.
<b>Communication Systems</b>	All staff carry mobile phones when with an educational party. Additional telephones are also located in the centre.
<b>Equipment/ Playground Equipment</b>	Classroom equipment remains the property of Dŵr Cymru Welsh Water and should not be used or removed from the classroom without the permission of the Education Co-ordinator. Children are forbidden from climbing on any trees, picnic tables or any other outdoor equipment within the grounds of the Education Centre.
<b>Facilities for Visitors with Special Needs</b>	The venue tries to accommodate the requirements of visitors with special needs. Visiting staff must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with special needs when booking the visit. <u>Physical Impairment</u> - Wheelchair access is possible throughout the site although certain weather conditions may limit access to the conservation area <u>Visual Impairment</u> - Pupils with visual impairments are welcome to sit at the front of the classroom when the whiteboard is in use <u>Hearing Impairment</u> - Pupils with hearing impairment are welcome to sit at the front of the classroom We are aware that clarification of specific provision may be needed by schools in relation to more detailed risk assessment requirements for certain pupils. In such circumstances we would invite schools to contact us on <a href="tel:02920515621">Tel: 02920 515621</a>

<b>Medical Needs</b>	<p>The Education Co-ordinator should be contacted by the school or party leader if any pupil is known to have any specific or serious medical condition/ needs. Discussion will be required to consider emergency arrangements. Details of such conditions should be provided when the initial booking is confirmed.</p> <p>We will, where it is safe to do so, aim to fully include pupils with specific or serious medical conditions within the activities we offer.</p>
<b>Getting Lost</b>	<p>Please note that due to the layout and size of the site, it is imperative that the group stays together and that the member of staff responsible for the group makes regular head counts.</p>
<b>Lost Persons</b>	<p>Please advise the Education Co-ordinator immediately if a member of your party has gone missing.</p>
<b>Welfare facilities</b>	<p>Toilets (with disabled facilities) are available in the classroom. Staff should be aware that these are not available exclusively for the educational groups as other organisations can also use the meeting room facilities. All toilet facilities are regularly cleaned by contract cleaning staff after visiting hours.</p> <p>No toilet facilities are available at the sites visited during activities, for example the treatment works, pond and woodland areas.</p>
<b>Hand Washing Facilities</b>	<p>The group will always be asked to wash their hands after returning from an activity. This must be done <b>before</b> the group eats or drinks.</p>
<b>Lunch Time Arrangements</b>	<p>Drinking water is freely available in the classroom throughout the day.</p> <p>There is an outdoor area opposite the classroom where children can eat their packed lunches. When the weather is particularly bad lunch can be eaten in the classroom.</p> <p>Please use the recycling facilities available for cups, cans and plastic bottles.</p>
<b>Weather Protection &amp; Sun Safety</b>	<p>Pupils should be made aware that sun protection cream / lotion may be necessary on sunny days to offer protection while visiting the Education Centre. In certain weather conditions pupils can move into the classroom to eat if it is available.</p>
<b>Clothing Requirements</b>	<p>Pupils should bring with them outdoor and wet weather clothing, including a water proof jacket and preferably Wellington boots. Appropriate footwear is essential, shoes with good non-slip soles may be worn if Wellington boots are not available .</p>
<b>Traffic Hazards</b>	<p>Staff should be aware that this is a working site and tankers regularly drive through the site. A speed restriction of 10 m.p.h. is in place around the Visitor Centre. During lunchtimes barriers are erected restricting site traffic/vehicles from the children's play area.</p>

	In certain areas on site adults and children are required to wear high visibility jackets. These must be worn and will be provided by our Education Co-ordinator.
<b>Coaches</b>	Coaches can park in the area opposite the classroom. Visiting groups should be kept on the bus until our Education Co-ordinator arrives. On arrival the group will be escorted to a safe area so 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.
<b>Animal Fouling in Public Access Areas</b>	Dogs and pets are not allowed into the site. Assistance dogs are most welcome, please advise the Education Co-ordinator at time of booking.
<b>Avian Influenza (Bird Flu) Wild Birds</b>	Wild birds carry several diseases that are infectious to people. Under no circumstances should any member of staff or member of the group handle a dead bird. If you find a dead bird on site please advise the Education Co-ordinator, who will arrange for the bird to be disposed of following guidelines issued by DEFRA
<b>Pond/ Woodland Activities</b>	All visitors must wash their hands after undertaking these activities. Disposable gloves are available and must be worn if a person has a cut or graze on their hands to avoid any infection. In the case of exceptionally wet weather, alternative activities may be offered.
<b>Harmful / poisonous plants and fungi</b>	At certain times of year some poisonous berries may occur on trees and shrubs within the site. Schools should advise all children that berries and other plant matter should not be picked or eaten. Certain fungi (mushrooms & toadstools) also grow periodically. Schools should advise all children that fungi should not be picked or eaten.
<b>Schematic Map</b>	A location map is available which includes authorised pedestrian routes, vehicle routes and coach parking areas. This can be issued to schools on request, please contact the Education co-ordinator prior to your visit
<b>Photographs</b>	We may take photographs during your visit. These may be used for internal publications, on our website or for external press releases. It is the schools responsibility to ensure that it has parental consent for any child who appears in the photographs. Visiting staff will have the opportunity to remove any child who cannot be photographed.

<b>Areas of Higher Risk</b>	
<b>Water Safety</b>	<p>The site has one large pond, access to the stream and a number of deep water tanks at the treatment works.</p> <p>Safety near the water is of the utmost importance and safety talks relating to pupils' behaviour near to the water will be given before activities commence.</p> <p>Control measures in place in respect of risks from water courses are as follows:</p> <ul style="list-style-type: none"> <li>• Public safety equipment in the form of life buoys are present at the pond and deep water tanks and are regularly checked.</li> </ul>
<b>Allergies</b>	<p>Our classrooms are set in a conservation area that contains numerous plants and trees that may cause allergic reaction. We also provide feeding facilities for wild birds with the nuts and seed being stored on site. It is the responsibility of the school to advise the Education Co-ordinator of any such allergies prior to the visit. Please see section on <b>Medical Needs</b></p>

<b>Other Relevant Information</b>	
Specific risk assessments relating to the activities chosen by the group are too detailed to describe in this document, but are available by post or e-mail on request.	
<b>Signed</b>	
<b>Date</b>	
<b>Name</b>	Julia Brice
<b>Position in organisation</b>	Education Co-ordinator
<b>Telephone number</b>	02920 515621
<b>Email address</b>	<a href="mailto:Julia.Brice@dwrwymru.com">Julia.Brice@dwrwymru.com</a>