

# **Englefield Countryside Days for Schools 2017**

## **Policies and Procedures for:**

- **Health and Safety**
- **Fire Evacuation**
- **Safeguarding**
- **Lost Child**
- **First Aid**

## **Health and Safety Overview**

Englefield Estate has a full risk assessment for the Countryside Days for Schools and has made every effort to ensure that all visitors are exposed to minimal risk. It is important to remember that the Estate is a working environment and as such, a hazardous place to be. A new website is currently under construction and will not be accessible for this year's Schools Days but files, including our General Risk Assessment, from previous events are still available from the old side [www.inglefieldestate.co.uk](http://www.inglefieldestate.co.uk)

Our General Risk Assessment is still available online and it should be used to inform your own risk assessment which should be in line with local authority

Our policy and procedures for the event cover 4 areas:

1. Fire
2. Hazards
3. Hygiene
4. First Aid

### **Fire**

Fire can be caused anywhere. Every precaution has been taken and the procedure in the event of a fire in the House or Yard is detailed in our Policy and Procedure booklet which will be issued to you. It is advised that an appointed person read the booklet in preparation for the visit.

### **Hygiene**

We advise all visitors to clean their hands as soon after touching animals as possible. You will find washing facilities in the toilets (see site plan for locations) and there is additional sterilising gel in areas where animals are part of the stand. Please make sure children clean their hands before eating.

### **First Aid**

It is recommended that you have an approved first aid kit and a qualified person who is able to administer first aid when needed. We have trained personnel who can deal with minor injuries. Please contact a member of the Estate staff in the first instance if you should need assistance. For major emergencies, you should call 999 and advise a member of staff or Tina Haynes on 07960 981388

### **Hazards**

It is important that you remain vigilant at all times as there are many potential hazards. A few of the main ones are as follows;

- Stands are sited around the lake in the Deer Park. Please be aware of children going near the lake and beyond the safety cordons.
- Falconry – as with all stands that show animals there is a risk of injury due to biting, scratching or germs.
- Tractor Trailer Ride- all children should remain seated to avoid falling, greater supervision may be needed.
- Steam engines- the machines running by stream will be very hot and attention is needed both in the steam room and in the Parkland with the field machines.

# General Risk Assessment for The Countryside Days for Schools

## At Englefield Estate

HAZARD or ACTIVITY ON THE SITE	RISKS ASSOCIATED WITH THE HAZARDS	Potential to cause harm	CONTROLS ALREADY IN PLACE AND ACTION REQUIRED BY VISITORS
Running children	Slipping, tripping, falling	Low	Children must be adequately supervised and instructed not to run on the site.
Wet grass	Slipping, falling, Sprains	Low	Supervisors and children should be aware of the possibility of wet grass and take adequate precautions against slipping and falling.
Uneven grass surfaces	Slipping, falling, sprains	Low	Supervisors and children should take care when walking on the grass and wear sensible footwear.
Road and path edgings	Slipping, tripping, falling	Low	Supervisors and children should take care at road and path edges to avoid tripping and falling
Climbing of objects (children)	Slipping, tripping, falling	High	Children must be adequately supervised and instructed not to climb walls, gates and other objects on the site.
Animals	Infection, biting, crushing & kicking	High	All animals on the site are properly controlled and supervised. Visitors should not touch the animals unless encouraged by their handlers. Supervisors should ensure children wash their hands after touching any animal.
Bees, wasps and insects	Stings	Low	These are natural inhabitants of the countryside. Bees & wasps pose no risk unless provoked. If children are stung seek aid from first aid kits and / or Englefield Guides
Lost children	Panic, loss of control	Low	Written procedure established for lost children.
Alighting from coaches	Slipping, tripping, falling, injury from other vehicles	High	Supervisors should adhere to notices and instructions provided by event organisers to use designated coach alighting points. A serious accident could occur should instructions provided not be adhered to.
Machinery	Trapping abrasion, injury Hot surfaces	High	All machinery in use in demonstrations and displays is guarded and maintained to comply with current regulations. Supervisors should ensure that they and children in their care do not touch any machinery, comply with any safety notices and observe the restriction of any barriers that may be in place.

HAZARD or ACTIVITY ON THE SITE	RISKS ASSOCIATED WITH THE HAZARDS	Potential to cause harm	CONTROLS ALREADY IN PLACE AND ACTION REQUIRED BY VISITORS
Chemicals & substances	Inhalation, skin contact, eye contact	High	All substances and chemicals in use on the site are safe and free from risk when used in a proper manner. Visitors will not be exposed to risks from substances used on displays and at demonstrations
Infection	Various	Low	Supervisors should be aware that there is always a risk from infection in any environment. The countryside and agricultural establishments are no exception. Supervisors should ensure that they and children in their care wash their hands after touching animals and before handling food and drink. It is advisable to ensure that any existing cuts and abrasions are protected by a dressing.
Aggressive visitors	Injury	Low	Englefield Estate staff are instructed to ensure that any aggressive visitors are removed from the site.
LPG/petrol	Fire, explosion	High	The use of LPG and petrol driven equipment is monitored and controlled by the organisers. No other similar equipment will be allowed on site unless by prior agreement with the event organiser.
Electrical equipment	Fire, electrocution	High	Electrical installations and appliances are tested and inspected at the required intervals by the Estate or the Contractor supplying them. Visitors should not touch or interfere with electrical equipment. No other electrical equipment will be allowed on site unless by prior agreement with the event organiser.
Straying into prohibited areas	Unidentified hazards	Low	Supervisors should ensure that children are instructed not to go beyond the designated area
Fire	Inhalation, skin burns, panic, loss of control	High	Fire Risk Assessments have been carried out for the day and a Fire plan put into action. Staff and visitors should familiarise themselves with the plan
Displays & Demonstrations	Various	Low	Organisers of displays and demonstrations are controlled by their own Method Statements and Risk Assessments and are monitored against these by the Event Organiser.
Traffic	Various	Medium	Traffic in the show ground area will be restricted to a minimum. Signs and notices will be displayed warning drivers of the presence of children. Supervisors should take extra care on the public highway.

HAZARD or ACTIVITY ON THE SITE	RISKS ASSOCIATED WITH THE HAZARDS	Potential to cause harm	CONTROLS ALREADY IN PLACE AND ACTION REQUIRED BY VISITORS
Trees	Falling branches. Low hanging branches.	Medium	Trees are inspected by Estate annually and when there is cause for concern. Supervisors of children should be aware of environment and keep children within the designated areas.

## **Health and Safety Advice for Teachers & Supervisors Englefield Countryside Days for Schools**

Under the Health and Safety at Work Act 1974 The Englefield Estate (EE) is required to ensure, so far as is reasonably practicable, the health and safety of anyone who may be affected by The Englefield Countryside Days for Schools.

To ensure that the EE meets these obligations, a number of written procedures have been put in place to eliminate hazards, reduce the risks and control the activities for the forthcoming event. All persons with the responsibility for supervising school children for this event should familiarise themselves with these procedures and take action to ensure that any controls required are complied with.

To reinforce these procedures the following guidelines are produced to assist teachers and supervisors to ensure a happy and successful day:

- 1. School staff are responsible at all times for the safety and discipline of pupils throughout their visit to Countryside Days for Schools.**
- 2. You should ensure that you are familiar with your own school guidelines and guidelines issued by your LEA. You should have the appropriate insurance cover for such school visits.**
- 3. If possible carry a mobile telephone and ensure that EE is advised of the number, prior to arrival, in case of emergency.**
- 4. Pupils should be supervised at all times. You should carry a list of the pupils and supervisors in your party, and carry out a head count at regular intervals. All pupils should know the name of their school and the name of their 'Group Leader'.**
- 5. You should instruct pupils who get lost to report to a member of EE staff, recognisable by their name badge. Likewise, you should report to Martina Haynes on 07960981388 or a member of EE staff if any pupil goes missing.**
- 6. Should you require emergency assistance please report to a member or EE staff.**
- 7. You should be aware of any medical problems or allergies that your pupils have and you should make sure all cuts and abrasions they have are covered with waterproof plasters.**
- 8. It is recommended that you have in your group an approved first aid kit and a qualified first aid person.**

Englefield Estate believes that the measures it has taken will help you and your pupils to have a safe and enjoyable day. Please let us know if you have any concerns regarding these procedures and guidelines or any observations or recommendations to improve our safety procedures.



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not stopping  
them

## ***HSENI Information Sheet No.1/11 (Supplement)***

### **Advice to teachers and others who organise visits for children**

This supplement advises teachers and others who organise visits by children on the precautions necessary to reduce the risk of ill health arising from contact with animals.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill health. Some of these, such as the bacterium *Escherichia coli O157* (*E coli O157*) or *Cryptosporidium parvum* (a microscopic parasite), present a serious health hazard and have the potential to cause severe illness and health problems which may be particularly acute in young children.

As with many other educational or recreational activities, visits can never be considered free from all risk. However, while the hazards are real, the risk of infection in children can be readily controlled by simple everyday measures. The following practical steps will help make your visit even more safe, healthy and enjoyable.

#### **Before your visit, you should:**

- read and understand the advice in the main *HSENI Information Sheet No.1/11*, and discuss arrangements for the visit with the management at the site;
- consider informing parents / guardians of:
  - the small but potential risk posed to their child from undertaking such a visit, in particular the potential of contracting *E. coli O157* infection;
  - the control measures in place, to reduce the risk of infection; and
  - the appropriate clothing and footwear for such a visit.
- confirm that the control measures provided at the site match the recommendations in *HSENI Information Sheet No.1/11*;
- seek advice from your Education Board or organisation on what the appropriate ratio of pupils to teachers/leaders/assistants/parents etc. should be; and
- discuss and agree with the supervisors, parents or staff of the school, creche, leaders of youth organisations etc, their roles and responsibilities during the visit. In particular, they must understand the need to make sure that the children wash, or are helped to wash, their hands thoroughly after contacting animals. Key points to cover with the children should include:
  - explaining the rules for the visit, stressing that they must not eat, drink or chew anything (including sweets) outside the areas in which you permit them to do so;



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- explaining why they must wash their hands thoroughly after contact with the animals, and before eating or drinking anything;
- demonstrating how to wash their hands properly;
- discussing the requirements for appropriate clothing, including suitable footwear. You should liaise with the attraction to ascertain what this is; and
- checking that cuts, grazes etc on children's hands are covered with a waterproof dressing.

**During and after the visit, make sure that the children:**

- are reminded of the rules/precautions to take upon arrival at the site;
- do not kiss animals;
- always wash their hands thoroughly before and after eating, after any contact with animals and again before leaving the site;
- eat only food that they have brought with them, or food for human consumption they have bought on the premises, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;
- do not suck fingers or put hands, pens, pencils or crayons etc.. in mouths;
- where practical and possible, clean or change their footwear before leaving; and
- wash their hands after changing their footwear.

**Check that the children stay in their allocated groups during the visit, and that they:**

- do not use or pick up tools (e.g. spades and forks) or touch other work equipment unless permitted to do so by site staff;
- do not climb on to walls, fences, gates or animal pens etc;
- listen carefully and follow the instructions and information given by the site staff;
- approach and handle animals quietly and gently;
- do not chase, frighten or torment the animals; and
- do not wander off into unsupervised or prohibited areas e.g. manure heaps.

**Remember:**

- **the children are your responsibility during the visit;**
- you should supervise them during the visit, especially during hand washing to make sure that each child washes thoroughly. Site staff may be able to help with this supervision; and
- to allow plenty of time before eating or leaving so that the children do not have to rush.

If a member of your group shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.



### **Fire Safety in the House – Teacher’s notes**

1. Please keep your group together at all times.
2. Stay with the Englefield Guide at all times.
3. Do not smoke in the House.
4. In the event of a fire the alarm will sound and you will hear a loud continuous noise.
5. Follow the evacuation instructions given by the Englefield Guide who will direct you to the nearest fire exit.
6. All fire exits are clearly marked.
7. In the event of a fire – do not use lifts. Extra staff will be on hand to help disabled visitors with evacuation.
8. Please assemble your group on the grass outside the courtyard and take a register.
9. Advise your Englefield Guide that all members of your Party are present.
10. Do not re-enter the House unless the all clear is given by your Englefield Guide.

### **Fire Safety in the Estate Yard – Teacher’s notes**

1. Keep your group together at all times.
2. Stay with the Englefield Guide at all times.
3. Do not smoke in the Yard
4. In the event of a fire, the alarm will sound and you will hear a continuous noise.
5. Follow the evacuation instructions given by the Englefield Guide who will direct you to the assembly point at the top of yard.
6. Please assemble your group and take a register.
7. Advise your Englefield Guide that all members of your party are present.
8. Do not return to the Yard unless the all clear is given by your Englefield Guide.

### **General Fire Safety at Englefield Countryside Days for Schools**

1. In the event of fire please assemble your group in the nearest safe area, which are: The Deer Park – by the entrance, the grass outside the courtyard of the House, the top of the Estate Yard, where you will be met by an Englefield Guide. (see site plan)
2. Please take a register and advise an Englefield Guide that all members of your party are present.
3. Please keep your group together at all times.
4. Do not leave your assembly point until advised it is safe to do so.

## **FIRST AID AT THE COUNTRYSIDE DAYS FOR SCHOOLS**

There are qualified first aid persons attending the Estate with first aid kits for minor injuries.

Trevor Allen – in the Saw Mill (contact via Simon Ash 07771364421)

Dawn Sharp – at the Estate Office (07971 880435)

Peter Carson– in Englefield House (07585509747)

David Wiggins – Gamekeeper stand (07719929343)

For any major emergency call 999. Then inform Tina Haynes on 07960 981388

### **Procedure**

1. For minor first aid – direct casualty to the nearest minor first aid point.
2. For major emergency call 999.
3. All applications of first aid must be reported to Tina Haynes 07960 981 388.

### **Procedure for Lost Children**

#### **Teachers Notes**

1. Children should be advised to stay with their group at all times. However, as a precaution they should be informed of the following in case of separation.
  - i. Children should know which school they are from and the name of their group and leader
  - ii. Children who cannot find their group should go to the nearest Englefield Guide.
  - iii. If no Englefield Guide can be found they should go to a teacher from another school group.
2. Teachers who have lost a child in their group should contact Tina Haynes on 07960 981 388 in the first instance.
3. Teachers who find a child not belonging to their group should contact Tina Haynes on 07960 981 388.
4. Found children should be looked after until Tina Haynes takes control.
5. Found children should not be given to anyone except Tina Haynes or their group leader.

**Fire Assembly Points**

