



Policies and Procedures

For...

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First Aid

The Englefield Estate

Englefield Estate Office
Theale
Reading
Berkshire RG7 5DU

Phone: 0118 930 2504

www.Englefieldestate.co.uk

Health and Safety Practical 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. Our annually updated General Risk Assessment can be found under the Education area of our website, www.inglefieldestate.co.uk.

Our procedures for the event cover 4 areas.

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

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

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.

Please note lifts must not be used when an alarm is sounded and extra help will be on hand for disabled persons.

This list is not exhaustive and should only be used as guidance when writing your own risk assessment.



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 the event coordinator on 07960981388.

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.
- Please be warned that children with nut allergies should avoid touching feed stuffs.

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 the event coordinator 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.

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. Grass tracks are mowed through long grass to provide a clearer route to stands.
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 that children wash their hands after touching animals. Stands which present animals are provided with sterilising gel.
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	Medium	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	Medium	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	Medium	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.

FIRST AID AT THE COUNTRYSIDE DAYS FOR SCHOOLS

Procedure when First Aid is required.

If you find that you are in need of first aid please follow the steps below:

1. Select one of the numbers listed below which is closest to where the injured person is located.
2. Ring the number and tell them you need first aid
3. Inform them who you are and the details of the injury.
4. Alternatively, ring the event coordinator on 07960981388 who will initiate a response immediately.
5. All cases of first aid need to be reported to the event coordinator- please ring 07960981388.

For any major emergency call 999. Then inform the event coordinator on 07960 981 388.

Telephone contacts for First Aid		
Deer Park	07585 509747	07740 628437
The Street	07468 611964	07952 436120
Parkland	07774 164205	07719 929343
The Drive	07920 864205	07785 513754

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 the coordinator on 07960 981 388 in the first instance.
3. Teachers who find a child not belonging to their group should contact the coordinator on 07960 981 388.
4. Found children should be looked after until the coordinator arrives.
5. Found children should not be given to anyone except the coordinator or their group leader.



Safeguarding policy for The Englefield Estate

The Countryside Days for Schools – Schools’ Days

These guidelines are designed to assure the protection and safe welfare of children and young vulnerable adults visiting The Countryside Days for Schools (Schools’ Days) held as an annual event on the Englefield Estate (EE).

In order to protect children and to maintain a safe and enjoyable experience at the Schools Days for children, helpers and staff EE will provide the following:

Schools

- EE Schools Days specific policy on Lost Child, Fire and Evacuation procedures, First Aid/nominated First Aid staff which links into the Estate’s Health and Safety policy and Accident reporting
- In case of accident/s EE will provide first aid by fully trained Estate staff which will link into the EE Health and Safety policy.
- EE general Risk Assessment for Schools to complete their own school risk assessment
- Free pre event information session to discuss emergency and safeguarding preparations in person.
- Pre event confirmation giving safe child group sizes which is also reinforced in Teacher Pack and at pre event information session.
- Education Coordinator to provide ongoing help, advice and guidance for schools bringing children with special educational and physical disabilities in order to prepare for specific child or school needs.

EE Staff and stand helpers

- EE Schools Day specific policy on Fire procedure and their role in protecting children and visitors, Lost Child and First Aid
- Guidance on their nominated Safeguarding Lead person and the procedure for reporting.
- Procedure for reporting accidents.

- Risk assessments for stands, exhibits, displays, presentations, competitions and demonstrations – carried out and updated annually by the Education Coordinator and advised by stand attendants.
- Tree Safety – EE inspects trees as an ongoing process and advice is taken from the Forestry Department on a regular basis.
- All areas in Englefield House and surrounding site will be prepared for wheelchair access and cleared of access obstacles. Tracks and pathways are prepared as far as possible to provide a clear and smooth pathway into areas of uneven terrain.
- Staff and helpers to keep to a strict code of conduct with children:
 - To recognise the authority of the teacher or designated school adult in charge at all times allowing them to control and discipline the children. Any concerns you have should be directed through the teacher or designated school adult.
 - To avoid at all times touching a child or being alone with a child.
 - A child should only be accompanied to the toilet or other personal area with their teacher or school designated adult.
 - Any first aid should be applied to a child in the presence of a teacher or an adult known to the child.

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.

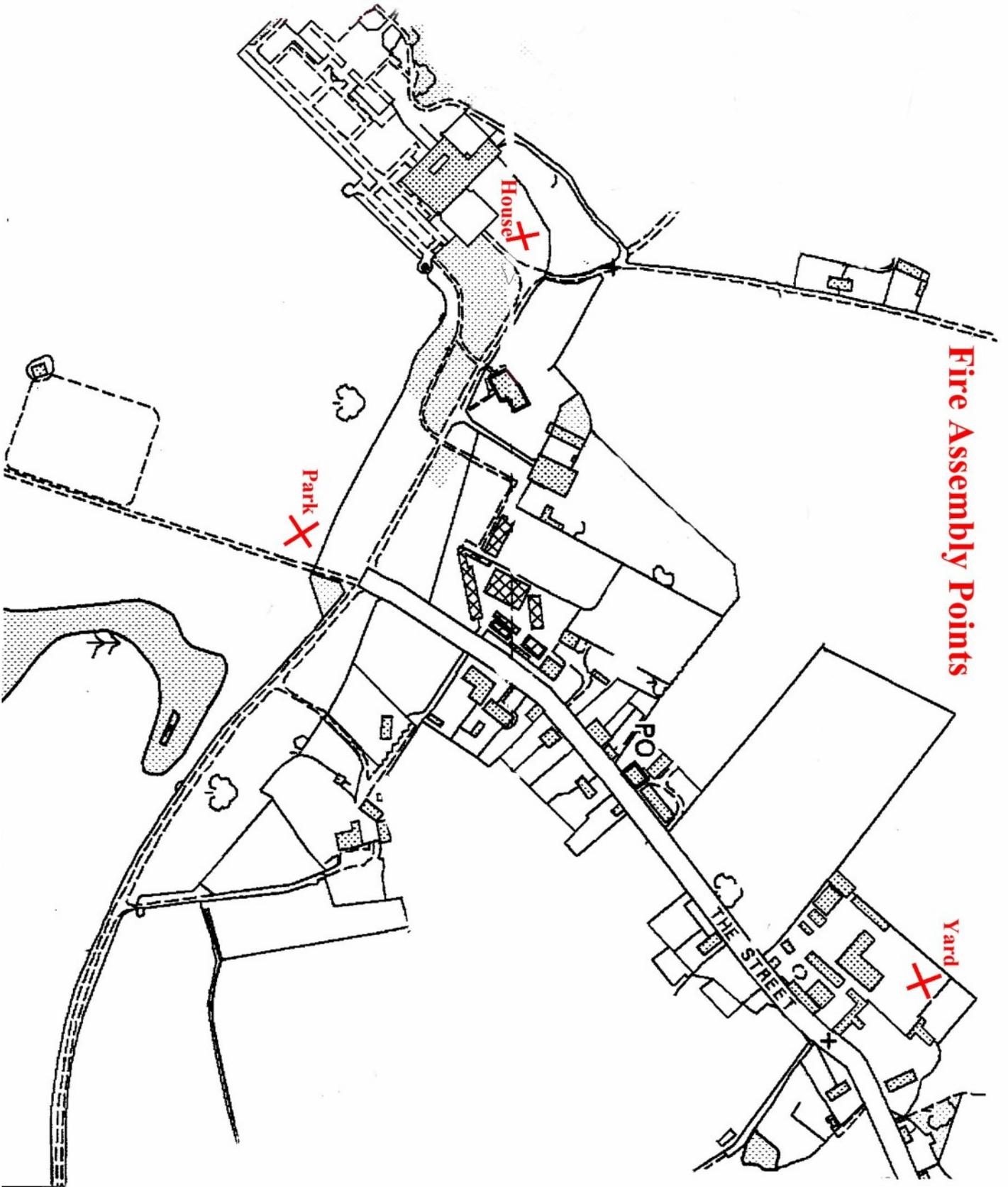
Fire Safety in the Estate Yard – Teacher's notes

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.

Fire Assembly Points



External Help and Guidance.

Information and Guidance

www.teachernet.gov.uk

www.rspb.org.uk -for information and guidance on out of the classroom learning.

Countryside Code

www.countrysideaccess.gov.uk

Risk Assessments - help!

www.hse.gov.uk

Hygiene

www.hsebooks.co.uk - HSE supplement for teachers AIS23