

It is important that the information given on this sheet is shared with all the accompanying adults prior to the visit in order to ensure that all adults are fully aware of the programme of activities and of their roles and responsibilities.

**Whilst the Gatton Trust takes all reasonable steps to ensure the safety and enjoyment of those visiting Gatton Park, it does not accept responsibility or liability for the same.**

Please note that our staff will lead each session and advise the children of the health and safety issues. However, the overall responsibility for the behaviour of the group during the visit is the responsibility of the leader/adult in charge.

**A register of all children and adults present at Gatton must be given to our staff on arrival.**

**Please ensure that you have first aiders in the appropriate ratio for your group.**

Please ensure that children take care when walking from car park to our classrooms and are closely supervised.

We advise arranging a pre-visit in order to carry out your own risk assessment.

These notes offer guidance on the potential risks of a visit to Gatton Park and some do's and don'ts which will help to reduce these.

### **DO**

- Provide a register of all children and adults present on the visit to Gatton. This must be handed to staff on arrival to be used as an emergency fire register
- Please ensure that the appropriate ratio of responsible adults to children is provided
- Ensure group members have appropriate clothing and footwear for the weather at the time of your visit. The main attraction of Gatton Park is the grounds and we aim to go out and explore whatever the weather
- Ensure that all group members know that they must stay with the rest of the group and stop when they hear the whistle
- Ensure that all members of the group wash their hands after activities
- Take care around vegetation – nettle stings and thorn scratches can be uncomfortable and painful

- Talk through these points with the group prior to the visit
- Advise parents to ensure Tetanus injections are up to date and to check for ticks after the school trip (can lead to Lyme disease). <http://www.nhs.uk/conditions/lyme-disease/pages/introduction.aspx>

#### **DON'T**

- Don't put anything, including your fingers in your mouth
- Don't run. Please walk behind the member of staff leading the group, this will reduce the risk of getting lost and coming across unexpected hazards, please ensure that children are especially careful on roads

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**Gatton Park, Reigate, Surrey, RH2 0TW**

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