

ESSENTIAL INFORMATION FOR YOUR VISIT



Thank you for booking a visit to the Peak District National Park. To make the most out of your visit, please come prepared. It is very important that you read the information below to ensure that your visit goes smoothly and safely.

We take the safety of all visit participants very seriously, and have a robust Health & Safety Plan in place. This is designed to manage risk and ensure that your group's visit is successful, enjoyable and above all, SAFE. In addition to our risk assessments, it is VITAL that you read the information below, which is intended to provide you with an understanding of the support we require to achieve a safe and successful day for all concerned.

YOUR RESPONSIBILITIES AS TEACHERS, GROUP LEADERS OR HELPERS

We expect you to take responsibility for:

- ✓ Informing us of **any special educational or medical needs** for members of your group. If you have not provided this information on the booking form, please contact us and let us know before the visit takes place.
- ✓ Ensuring that pupils receive any **required medication** during the visit.
- ✓ **The behaviour and discipline of your group during the visit** (please see the generic risk assessment for school visits). You are still 'loco parentis', and will be asked to sign an indemnity form to that effect on your arrival.
- ✓ Ensuring that all supporting staff are **fit and able to fully take part in the visit**. Make sure you are aware of what the visit entails by reading the teachers' notes and site information sheets.
- ✓ Ensuring that all participants come **suitably dressed, with appropriate clothing and footwear**. Remember that weather conditions can change quickly in exposed, upland environments.
- ✓ The provision of **sun cream and other welfare items** if deemed appropriate by your schools/LEA. (Please note that all of our leaders carry first-aid kits).
- ✓ Communicating to us any **change in pupil numbers**. This will inform our staff ratios, which are determined by our risk assessments.
- ✓ Ensuring that the **school, organisation or LEA has appropriate insurance cover** for the visit.
- ✓ Ensuring all participants exercise personal responsibility for themselves and others for whom they are responsible, and to follow National Coronavirus (Covid-19) Guidance and general guidance set out in our risk assessments

**** Failure to satisfy any of the above may result in the curtailment of your visit. ****

OUR RESPONSIBILITY AS THE PEAK DISTRICT NATIONAL PARK AUTHORITY ENGAGEMENT TEAM

We will take responsibility for ensuring that all of our group leaders:

- ✓ Are trained in hazard perception, group management, leadership and dynamic risk assessment. More details are available in our risk assessment documents.
- ✓ Have full knowledge of the sites they are using, activities they are leading, and safe use of equipment.
- ✓ Have a valid Outdoor Emergency First Aid certificate, and carry a fully stocked first aid kit.
- ✓ Have an up-to-date DBS, and have received safeguarding training.

- ✓ Have the ability to communicate with emergency services, in case of an emergency.
- ✓ Continue to follow National Coronavirus (Covid-19) Guidance, including ensuring good ventilation of communal indoor spaces, and encouraging regular handwashing and/or hand sanitisation

More detail on all our visits, including teachers' notes and risk assessments, are available here: <https://www.peakdistrict.gov.uk/learning-about/education>

SAFETY & RISK ASSESSMENTS

Though the outdoor environment can potentially present hazards, our risk assessment process ensures that we identify these hazards and put control measures in place to minimise the risk of these hazards. Our risk assessment system involves three elements:

- 1) GENERIC RISK ASSESSMENT – make provisions for risks common to all our visits, and may be accessed at <https://www.peakdistrict.gov.uk/learning-about/education/health-and-safety-notes>
- 2) SITE INFORMATION SHEETS – covering additional hazards and risk management measures that apply to specific individual sites. Available at <https://www.peakdistrict.gov.uk/learning-about/education/health-and-safety-notes>
- 3) DYNAMIC RISK ASSESSMENT – The process by which, on the day of the visit, our leaders continually assess changing levels of risk caused by conditions on the day, and adapt or curtail the visit accordingly.

COME PREPARED!

Here's what to expect, and how you can prepare before and on the day of the visit...

BEFORE YOUR VISIT

CLOTHING & PERSONAL PROTECTIVE EQUIPMENT (PPE)

Please check the weather forecast beforehand so that you can make sure all participants come appropriate equipped for the activities. There is no such thing as bad weather, just bad clothing! All participants should have:

- ✓ Long trousers of substantial material, but not jeans
- ✓ Waterproof jacket (and trousers whenever possible)
- ✓ Supportive footwear (with ankle support). For River Study and Hydrology visits, participants will be entering water, so wellies are recommended. Our learning centres at Longdendale/Crowden and the Moorland Discovery Centre are able to provide a number of spare waterproofs and wellies by prior arrangement. However, this is unfeasible for our non-centre visits.
- ✓ Warm clothes, including a hat and gloves.
- ✓ Depending on the season, suncream and sunhats may be required. All participants should bring plenty of drinking water.

For extra guidance, please see our 'What to wear' document, on our website: [Health and safety notes: Peak District National Park](#) (this can also be sent home to parents)

READING UP

As well as this document, please make sure you have read the Teachers Notes and Risk Assessments (both the Generic Risk Assessment and the relevant Site Information Sheet). Please feel free to email us with any questions you have about the visit.

PRE-VISIT LEARNING

Talk to your class about the visit they will be undertaking. We have some pre-visit resources and presentations available to download on our website, and some that may be sent to you directly.

It really helps if you can give us an accurate idea of your prior topic learning, so that we are able to pitch the activities correctly for your group.

ADULT:PUPIL RATIOS

Please ensure that you have appropriate adult:pupil ratios in place for your group. Our staff to student ratios vary depending on the nature of the activity, the location and the environment in which the activity is to take place, the age (including developmental age) and ability of the young people.

It is **your responsibility** to ensure that your staff: student ratio is within the guidelines required by your school or local education authority. Please note that our leaders cannot be used to count towards your own staff:student ratio.

For younger children (e.g. Primary school level) it is very beneficial to the smooth running of the visit if you assign supervision of a small group of named children to each supporting adult, in advance of the visit.

To assist any additional supporting adults (e.g. parent helpers) in understanding their role and responsibilities on the visit, we have a useful guide available to download from our website: [Health and safety notes: Peak District National Park](#)

LOCATION & DIRECTIONS

Your booking summary will confirm the meeting point for your visit and give attached directions to your meeting point. **Please read them carefully and give them to your coach company** (coaches and small country roads don't mix well!)

ON THE DAY

TRAVEL

Please allow plenty of time to reach the start point. It's a good idea to print a copy of the directions for your coach driver. Unfortunately, we cannot guarantee the visit if you arrive late, although we will always do our best to accommodate you. Please contact us again if you need us to resend the directions.

MEDICATION

Ensure that you have any relevant medication that participants require.

RECORDING THE DAY

To help keep a record of the day, bring a camera or a tablet to record:

- Key features seen on the visit
- Data collected by your students
- Students' enjoyment and achievements

LUNCH

Pupils need to bring a packed lunch and a drink, plus an additional separate snack, preferably carried in a rucksack. To minimise environmental impact, please encourage pupils to bring a water bottle rather than a disposable drink. Pupils should be encouraged take all their lunch waste away with them to recycle or reuse at home, especially on out of centre visits. On some out of centre visits, we cannot guarantee a sheltered area for lunch.

AFTER THE VISIT

REVIEW & EVALUATION

We aspire to continually improve our service and welcome your feedback, evaluations forms are available for download at <https://www.peakdistrict.gov.uk/learning-about/education> and will also be sent to you after your visit.

PAYMENT

Please note you will be invoiced after your visit for the number of pupils booked, or the number on the day, whichever is greater.

CANCELLATION

Please let us know as soon as possible if you have to cancel or if your numbers change significantly and please confirm the cancellations in writing.

The date of the cancellation will be the date when the written cancellation is received by the Learning and Discovery Team. Cancellation of a visit will result in the following fees being owed (or retained if already paid):

- Less than 1 week before the visit - 50% of the full fees based on the total number of students stated on the confirmation of booking form
- No written notification received - 100% of the full fees based on the total number of students stated on the confirmation of booking form
- Failure to arrive for the visit - 100% of the full fees based on the total number of students stated on the confirmation of booking form
- Leave partway through the visits - 100% of the full fees based on the total number of students stated on the confirmation of booking form or, if greater, the actual number of students attending.

An invoice may be issued for any outstanding fees.

CONTACT DETAILS

Peak District National Park authority, Aldern House, Baslow Road, Bakewell, DE45 1AE.

01629 816373

Learning.discovery@peakdistrict.gov.uk

APPENDIX:

Summary information on bacterial and viral diseases:

Our risk assessment processes help to reduce the likelihood of the following diseases, but they do remain possibilities in any outdoor environment.

Tetanus occurs when an open wound is contaminated by a bacteria call Clostridium Tetani. The bacteria are found in soil anywhere in the UK. NHS Vaccinations are available. Symptoms: flu like followed by stiffening of the jaw, potentially fatal.

E-Coli O157 is carried in animals e.g. cattle, rabbits and is transmitted via faeces/direct contact to humans by ingestion. Symptoms: 1-6 days mild diarrhoea causes kidney problems in 15% of cases. Relatively rare, affecting about 1250 people per year in UK. Children under the age of 7 and older people are more vulnerable. Hand-washing reduces probability of ingesting bacteria.

Lyme Disease is caused by a bacterium that is transmitted by tick bites e.g. carried by deer, squirrels, dogs. Ticks carrying the bacterium generally live in both rural and urban areas and have recently been found in the Peak District. Ticks are associated with bracken in summer months and long trousers help to prevent tick bites. Symptoms: circular rash spreading from the site of the tick bite, followed by tiredness, headaches, and flu-like symptoms.

Weil's Disease is caused by the Leptospirosis virus transmitted through animal urine e.g. from cattle, rats, into watercourses and then being taken in by humans through broken skin or the mouth. It can be found in both rural and urban water environments. Plasters over open cuts or grazes help to prevent transference. Symptoms: flu-like and severe headaches 3-19 days after exposure to contaminated water, occasionally more serious. Only about 80 cases per year in the UK.

Toxicara is a parasitic worm transmitted through contact with dog faeces and soil. It can cause eye damage.

Toxoplasma is a parasitic worm transmitted through contact with cat faeces. Symptoms: mild flu-like. Can be particularly dangerous for pregnant women. Hand-washing reduces probability of transference in each case.

Chlamydia is transmitted through contact with an infected animal's body fluid. This is primarily of concern for pregnant women who should avoid visiting farms at lambing time as infection can cause miscarriage and kidney failure. Symptoms: flu-like.

COVID-19 is spread through close contact with people who have the virus. People with the virus can spread it even if they do not have symptoms. When someone with the virus breathes, speaks, coughs or sneezes, they release small droplets containing the virus. You can catch COVID-19 if you breathe in these droplets or touch surfaces covered with droplets. The risk of catching COVID-19 is highest indoors, and in crowded places. Staying outdoors, keeping a 2m distance from others, wearing a face covering when in crowded indoor settings, and regularly washing/sanitising hands helps reduce the risk.

Symptoms: a high temperature; a new, continuous cough; a loss or change to your sense of smell or taste.

See <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> for more info.

We hold the **Learning Outside the Classroom** quality badge, certificate number R2QB103464

