

Meadow Habitat Safety Checklist

It is the responsibility of the leader to be familiar with and take account of this checklist each time they undertake an activity.

General Information

- School should provide sufficient teachers/leaders to supervise children at all times and during an emergency, according to the ratios recommended by PCC. If ratio's are exceeded NPA leaders have right to refuse to deliver session.
- Responsibility for behaviour of the group lies with school leaders. NPA leaders have the right to refuse to continue with an activity if the group is not supervised to their satisfaction.
- The group should be made aware of other members of the public and asked not to intrude on their enjoyment of the place.
- Group told to listen to instructions from NPA leaders - if they hear a whistle, stop immediately.

The leader must be able to answer yes to all the following questions to ensure that the activity is undertaken safely.

Before the Event

- Have you checked the ratio for this activity?
- Have you contacted the school?
- Have you checked the weather forecast? Is the weather appropriate for the planned activities? If the weather is unsuitable, is there an alternative location?
- Do you have all the equipment needed for the event?
- Do you know how to use the equipment, and how to demonstrate its use?
- Are you familiar with the location?
- Are your first aid qualifications up to date and do you have a first aid kit?
- Have you a fully charged mobile phone?

Contacting the school should include briefing the teacher:

- About the activity.
- About the expected weather.
- About any clothing required.
- About ratios for the activity

It should also include an exchange of information about children who may have particular needs, e.g. medical, behaviour. **For this activity the leader needs to know about children with specific allergies such as hayfever, asthma and bee stings.**

During the Event

Before the school arrives

- Have you checked the site for any specific hazards?
- Are you aware of other users at the location today?
- Are you aware of any other events at the location today that may affect your activity?
- Do you know where the nearest toilet/washing facilities are?
- Have you checked if you have a mobile phone signal?

Before the activity starts

- Have you briefed the school staff e.g. activities, any risks, potential allergies, additional safety instructions?
- Have you told the group to keep together made clear to the group the boundaries of the activity?
- Have you given the group specific safety advice?
- Pupils must not cross the road until teachers / NPA leaders indicate it is safe to do so and should cross between two adults who have first stopped the flow of traffic. Pupils must keep to pavements where possible.
- Pupils must be instructed not to approach dogs. If dogs approach group, instruct group to remain calm and quiet. Pupils must be warned that dog fouling may be present in the area and to check the location carefully before sitting / moving vegetation etc. Ensure that hands are cleaned before consuming food.
- Pupils must be warned that the terrain will be uneven and may be slippery. Pupils must be instructed not to climb and to walk around the site slowly and carefully. Check that the group are wearing appropriate footwear.
- Pupils must be instructed that where livestock is present that they should remain quiet and calm. Where possible, livestock areas should be avoided.
- Pupils must be warned that bee / wasp nests may be present in the vegetation. Pupils must be instructed to listen carefully before disturbing an area and consult the NPA leader if in any doubt. Stings must be reported to the NPA leader.
- Pupils must be instructed to take special care with plants such as nettles and gorse.
- Pupils must be warned about any dangers with the current weather condition, e.g. exposure to sun, windchill. Pupils must be instructed to inform the NPA leader or their teachers if they feel any discomfort / illness.
- **See also Site Specific Information**
- Have you explained to the group what they need to do and how to use the equipment?
- Are the group appropriately dressed?

During the activity

- Are you monitoring the activity?
- Are you monitoring the weather?

If something goes wrong

- Do you know where emergency telephones are located?
- Have you a central meeting point to gather if something does go wrong that is safe for all?

Site Specific Information

Colby Woodland Garden

- Use site map and avoid old mine workings.
- Advise children on behaviour close to stream, which has steep sides and is fringed by vegetation.
- Children should use footbridges to cross the stream, not stepping stones.
- Emergency telephones are located at

St. Davids Airfield

- Be aware that the site is grazed by cattle. Some children are fearful of animals. Advise not working near livestock.
- Possible snakes in vegetation. Move children away from them if found.
- High pollen count

the NT Shop, Tearoom or Gallery.	
Pwllcrochan <ul style="list-style-type: none"> • Loose chippings on car park. • Be aware of other vehicles using the Power Station site • Be aware of emergency signal at Chevron. If siren sounds, cease all activities and return to the church. Telephone main gate security and await instructions. Please note the alarm is tested at 2pm on Monday. 	Sychpant <ul style="list-style-type: none"> • Pond. Children should be warned about pond, and be told to keep away from it.
After the Event	
Have you notified the office of any change to risk factors?	

