

Hedgerow 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.

It is the responsibility of the leader to follow the procedures below

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.

During the Event

Before the school arrives

- Have you checked the site for specific hazards, e.g. for wasp or bee nests?
- Do you know the route and points of interest?
- 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 have the correct equipment?
- 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. route, activities, any risks, additional safety instructions?
- Have you told the group to keep together and 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 made aware that traffic may use the lane and to be alert for any traffic movement during the activity. Pupils must be instructed to stay close to the hedgerow/ edge if traffic is present.
- 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 down. Ensure that hands are cleaned before consuming food.
- Pupils must be instructed to take special care with plants such as nettles and gorse.
- Pupils must be warned that bee / wasp nests may be present in the hedgerow. 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 stay away from the edge of Carew Mill Pond.
- 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 what signal will stop the group in an emergency?
- Have you explained to the group what the activity is and how to use the equipment?
- Are the group appropriately dressed?

During the activity

- Are you aware of traffic using the lane?
- 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, e.g. the NP centre?

Site Specific Information

Carew

- The lane from the castle car park to the mill is infrequently used, and generally quiet. Children should be aware of what to do if a vehicle passes them.
- Emergency telephones for this activity are located at the Tidal Mill and Carew Castle. Mobile phone reception is variable.
- Children should not climb on the bank or wall adjacent to the castle.
- Be careful at the end of the lane beside Carew Mill Pond. Children should not go to edge of the water.
- Do not forage in the garden of Mill House.

After the Event

Have you notified the office of any change to risk factors?

