

SAFETY NOTICE: S15 21.4.2016

SCHOOL PARTIES



(part 1 of 3)

PRE-SHOW:

1. ALL school parties must be registered with the Organisers prior to arriving onsite, and there must be a designated GROUP LEADER. Please sign and return the 'School Parties Safety Form' (attached) as we'd like to know a little bit more about you please.

2. The School must have undertaken a suitable and sufficient RISK ASSESSMENT.

3. For younger children / vulnerable persons we recommend they wear HI-VIZ at all times onsite.

4. Schools must follow their own LEA Guidance. Where our safety advice is in conflict with your LEA Guidance please implement the higher safety control measure. Please also note the following:

Summary of printed Guidance on School trips: <http://www.hse.gov.uk/education/visits.htm>

Safety on School Visits info sheet: <https://www.teachers.org.uk/briefings>

Easy Guide to H&S: <http://www.hse.gov.uk/simple-health-safety/index.htm>

School Trips: Myths: <http://www.hse.gov.uk/services/education/school-trips.htm>

Dept of Education: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

5. Please ensure that the Organisers, the school itself, and each of the pupils know THE MOBILE TELEPHONE NUMBER of the Group Leader.

ONSITE:

6. WRISTBANDS: IT'S IMPORTANT THAT CHILDREN (AND ANYONE WITH SPECIAL NEEDS) WEAR ONE OF OUR WRISTBANDS WHICH WE GIVE OUT AT EACH ENTRANCE. THE GROUP LEADER **MUST** WRITE THE GROUP LEADERS OWN MOBILE NUMBER ON EACH CHILD'S WRISTBAND.

7. We recommend a minimum ratio of 1:6 teachers to pupils at anytime, anywhere around the Boat Show. However, on the Marina the ratio must be higher, as follows:

AGE RANGE:	TEACHER TO PUPIL RATIO:	NOTES:
8 (min) to 10 year olds:	1:3	a) The maximum group size is 12 at any one time on the Marina of any age range;
11 to 13 year olds:	1:4	b) Access is restricted in inclement weather.
14+	1:6	

8. Lost Children: Teachers should keep a list of the names of each child/student with them. Take a regular headcount. Give each pupil a floorplan of the show. If a child becomes lost, please contact a uniformed member of our Security team or a Stand Manager, call or go to the Organisers Office.

9. Teachers should ensure that the group take suitable refreshments and rest breaks regularly. Protect against hot or rainy weather. Please take action against any pupil that acts irresponsibly, does not follow basic safety guidance or is disruptive. Please take them and the group offsite.

IMPORTANT PLACES ONSITE-----

SOUTHAMPTON

Organisers Office:	By the Holiday Inn. Tel: 02380 222900
Security Control:	By the Holiday Inn. Tel: 02380 222999
Lost Children:	Contact Security, a Stand Manager, or the Organisers Office.
The Meeting Point is:	Underneath the Holiday Inn Entrance Canopy.
Fire Assembly Point:	Follow the directions of our Security Guards.
First Aid Point:	By Gate E

School Parties Safety Form

(part 2 of 3)

The Head Teacher / Senior Teacher at the School in question must sign and return this form. Please complete in BLOCK CAPS and FAXBACK to:

Schools c/o: The Southampton Boat Show 2017

Complete and Faxback to: 01784 439678 email: schools@southamptonboatshow.com

By returning this form, you are agreeing to the following:

1. We have read and understood the attached Safety Notice, and will comply with both it and our LEA Guidelines at all times whilst onsite, as applicable:
2. Our school has undertaken a suitable and sufficient Risk Assessment for this trip. We will submit a copy of this RA with this completed Safety Form, and update the RA as required:
3. We will ensure that all our pupils and vulnerable persons wear a WRISTBAND onsite with the Group Leaders mobile telephone number on it (*NB: Wristbands available at show entrance, foc*).
4. We will brief our pupils on basic safety precautions and special-risk areas at the show.

School Details:

School name and full postal address:

Telephone:

Fax:

Email:

School Party details:

Group Leaders Name (BLOCK CAPS):

Exact number of ADULTS with this School Party:

Signed:

Exact number of CHILDREN with this School Party:

Mobile:

Age range of Children:

Please detail anyone with special needs / vulnerable persons that you may need assistance with on the day, here:

BEWARE DEEP WATER. DO NOT GO ONTO BOAT FOREDECKS AT HEIGHT ON DRY LAND

*** PLEASE SUBMIT A COPY OF YOUR RISK ASSESSMENT WHEN RETURNING THIS FORM ***

SAFETY NOTICE: SCHOOL PARTIES ON THE BOAT SHOW MARINA

(part 3 of 3)

Please note that the Boat Show Marina is a busy, working environment.

BEWARE: DEEP WATER and STRONG TIDES. The pontoons move continuously according to the sea state. In extreme weather, access to the pontoons may be restricted without notice. Dogs and pushchairs are prohibited on the Marina.

Disabled Visitors / Vulnerable Persons must be accompanied by a dedicated helper at all times, please. NB: The angle of the Marina Bridges is dependent on the tide, and may be unsuitable for wheelchairs at certain points during the day.

Should any person become lost, then notify us straight away on the number below, or ask for assistance from one of our uniformed Security Guards patrolling the Marina or positioned at the top and bottom of each Marina Bridge.

SCHOOL PARTIES will be allowed limited access onto the Boat Show Marina, subject to all pupils being escorted AT ALL times, and adhering to the following strict conditions:

1. The GROUP LEADER must adhere to the School Risk Assessment at all times, and must look after each and every pupil at all times. Do not let any pupils go off by themselves.
2. The maximum group size is 12 in any School Party on the Boat Show Marina at any one time, and the lowest age range is 8 year-olds. If your School Party is bigger than this they must be split up, and times staggered going onto the Marina. School Parties must not congregate on the Marina in one place please. **** DO NOT LET ANYONE GO OUT OF YOUR SIGHT ****
3. All School Parties must adhere to the strict ratios at all times on the Marina.
4. There are life-rings and escape ladders situated at key points around the Marina.
5. Should you need assistance, please contact one of our uniformed Security Guard Patrols, or a Guard at the top and bottom of each Marina Bridge, or call the Emergency Number.
6. If there is a fire or other emergency on the Marina, please make your way quietly and calmly to the nearest Marina Bridge, and leave the Marina. Follow directions of our Security Guards.

SOUTHAMPTON BOAT SHOW

FIRE ■ POLICE ■ MEDICAL

02380 222999

ORGANISERS OFFICE: 02380 222900

Do not dial 999 unless there is no answer from the above number

FIRE ASSEMBLY POINT:
As directed by Security on the day.