

# SAFETY NOTICE: SCHOOL PARTIES



We hope you enjoy your visit to the Boat Show, but it is a vast Show so please brief your pupils on some basic safety precautions

## PRIOR TO YOUR VISIT:

**1. Schools must follow their own LEA Guidance. Where our safety advice is in conflict with LEA Guidance please implement the higher safety control measure.**

*Health & Safety of Pupils on Educational Visits  
5 steps to Risk Assessment  
Safety On School Journeys*

*DfEE Publications Tel: 0845 60222260 ref: HSPV2  
HSE Bookshops (refer local Yellow Pages) ISBN 0 7176 0904 9  
NUT Guidance Pamphlets*

**2. ALL school parties should 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).**

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

**4. The GROUP LEADER must have an operational mobile phone. Please ensure that the Organisers, the school and the pupils know the number.**

**5. There must be an appropriate ratio of teachers/adults to pupils as per your LEA Guidelines. Teachers should have a list of the names of each child/student with them. A hi-viz vest is recommended for younger children**

## AT THE SHOW:

**6. IT IS RECOMMENDED THAT CHILDREN UNDER THE AGE OF 15 YEARS WEARS ONE OF OUR WRISTBANDS – WRITE THE MOBILE NUMBER OF THE TEAM LEADER ON IT**

**7. The LOST PERSONS MEETING POINT is at the EASTERN END OF THE BOULEVARD. Please ensure your visiting party is aware of the location, or to contact a uniformed Security Guard. The Teacher must take a HEADCOUNT regularly and have a floorplan of the show - copies should also be given to the students if they are old enough and everyone should take suitable refreshment regularly throughout the day.**

**8. DO NOT go into restricted areas or on the decks of boats exhibited at height. BEWARE DEEP WATER - Take great care on the Marina and don't let students near the edge. Note where lifebelts are located. It is recommended that large parties of young students do not go onto the pontoons – the Teacher must use individual judgement, especially in inclement weather. However at times all access to the Marina may be stopped at the discretion of the Organisers**

**9. FIRE ASSEMBLY POINTS: Located outside at the West and East ends of the Venue, go to the nearest point. In an emergency an ANNOUNCEMENT will be broadcasted so please follow the directions given.**

**10. FIRST AID: The First Aid Point is in the Centre of the Boulevard, downstairs.**

**11. Teachers must take action against any pupil that acts irresponsibly, does not follow basic safety guidance or is disruptive. Please take them and the group offsite.**

# School Parties Safety Form



Please complete in BLOCK CAPS and FAXBACK to:

**Ashika Gauld**  
**Collins Stewart London Boat Show 2008**

**Faxback to: 01784 475869**

The Head Teacher or a senior teacher at the School in question must sign and return this form please.

Tick:

- |    |  |  |
|----|--|--|
| 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:   |  |

## SCHOOL DETAILS:

School name and address:

Telephone:

Fax:

## School Party details:

Group Leaders Name:

Number of children:

Signed:

Number of Adults:

Mobile:

Group Leaders Assistant's name:

ONLY IF KNOWN – THIS CAN BE ADVISED TO US ON THE DAY

Mobile:

## ExCeL EMERGENCY NUMBER

SECURITY CONTROL / FIRST AID / FIRE:

**020 7069 4444**