

EX6 SAFETY NOTICE: SCHOOL PARTIES



We hope you enjoy your visit to the Boat Show, but it's a big Show so please brief your pupils on some basic safety precautions. If you encounter a problem, contact our Security.

FOR PUPILS:

- 1. BEWARE OF:** Deep water and boats at height! We're sorry but pupils aren't allowed to go onto the Marina pontoons – but you can still get a great view of all the boats from the Dockside. **DO NOT** go into restricted areas or around the front and side decks of boats when they are exhibited at height. Always follow your Teacher's advice or that of our uniformed Security Guards.
- 2. IF YOU BECOME LOST:** The **LOST PERSONS MEETING POINT** is at the **EASTERN END OF THE BOULEVARD**. Ensure that you know how to get there, or contact a uniformed Security Guard if you become lost. Your Teacher must take a **HEADCOUNT** regularly and may give you a floorplan of the show. **IT'S IMPORTANT THAT CHILDREN UNDER THE AGE OF 13 WEAR ONE OF OUR WRISTBANDS WHICH WE GIVE OUT FOC. DON'T TAKE IT OFF WHILST YOU'RE AT THE SHOW. WRITE THE MOBILE NUMBER OF YOUR TEACHER ON IT. IF YOU BECOME LOST CONTACT A UNIFORMED MEMBER OF OUR SECURITY, OR A SENIOR STAND MANAGER ON ANY STAND.**
- 3. FIRE ASSEMBLY POINT:** Located outside at the West end of the Venue. In an emergency a **PA ANNOUNCEMENT** will be broadcast so please follow the directions given, or contact our Security.
- 4. FIRST AID POINT:** Located in the Centre of the Boulevard, Level 0, downstairs. Or call the Emergency Number below. Everyone should take suitable refreshment regularly throughout the day.

FOR TEACHERS:

5. 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
School Guidance Pamphlets*

- 6. 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).**
- 7. The School must have undertaken a suitable and sufficient RISK ASSESSMENT.**
- 8. The GROUP LEADER must have an operational mobile phone. Please ensure that the Organisers, the school and the pupils know that number.**
- 9. 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 which the school should provide.**
- 10. 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.**

ExCeL EMERGENCY NUMBER
SECURITY CONTROL / FIRST AID / FIRE:
0207 069 4444

School Parties Safety Form

Please complete in BLOCK CAPS and FAXBACK to:

Richard Howard at Rockley Adventure

Faxback to: 01202 338 490

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/or 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:
Age range:

Signed:

Number of Adults:

Mobile(s):

Group Leaders Assistant's name:

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

Mobile:

FEEDBACK: We here at National Boat Shows Ltd want to make your visit as easy and enjoyable as possible. Not to mention safe. With that in mind, please feel free to contact us on info@espevents.co.uk with any helpful suggestions or improvements you would like to see implemented. If we can, we will!

ExCeL EMERGENCY NUMBER

SECURITY CONTROL / FIRST AID / FIRE:

0207 069 4444