

Keeping you safe during your visit at the National Memorial Arboretum

This document is a **guide only** and should accompany a **full risk assessment completed by the school/learning group**. We ask that the learning groups risk assessment be presented to Arboretum staff on arrival along with a full register of participants and staff in case of a fire. A register template can be found at the bottom of this document. All registration documents will be destroyed at the end of your visit.

The management of risk of your group is the group leader's responsibility. Where we have suggested learning group actions below these are **recommendations only** and a member of staff completing their own risk assessment should think about risks and hazards carefully, considering the needs of their group. To support school and learning group staff in the creation of their own risk assessment, advice can be found via the Health and Safety Executive which can be accessed here: [Managing risks and risk assessment at work – Overview -HSE](#).

*Where guides are referred to below, this is for facilitated visits only.

| Potential Identified Risk | How we will keep you safe | Suggestions for the learning group |
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| Persons/ Pupils becoming separated from their group and getting lost | <p>NMA Guides will be introduced to staff and pupils and school staff on arrival.</p> <p>NMA Guides will be leading any organised activities with learning groups and will be a point of contact during this period.</p> <p>NMA Staff are situated across the site with radios to communicate to the wider organisation and alert them of any issues or incidents.</p> <p>In the case of an incident where a child is separated from the group all NMA staff will follow the lost child procedure.</p> <p>NMA staff will organise a search across the site to locate the missing person as soon as possible and reunite them with the group.</p> | <p>On arrival ensure that NMA staff are clearly identifiable in case of an emergency.</p> <p>Pupils to be supervised at all times by school staff.</p> <p>Pupils instructed to stay with their designated groups.</p> <p>Wear Hi Vis vests where possible or wristbands with the schools contact details on.</p> <p>Pupils instructed that in a situation in which do become separated to stay calm and find a member of NMA staff and make them aware.</p> |
| Access for persons with limited mobility | <p>The Arboretum will ensure all exits and entrances are unobstructed and accessible.</p> <p>All pathways around the Arboretum are maintained.</p> <p>There are accessible toilets in both the learning centre, Remembrance centre and accessible portaloo's on site.</p> | <p>Before your visit, communicate with the Arboretum learning team if a member of your group has accessibility needs.</p> <p>Ensure the person with accessibility needs has everything they require to move around site comfortably and safely.</p> |

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| | | <p>See the Arboretums Accessibility guide here for more information: Accessibility Plan Your Visit National Memorial Arboretum (thenma.org.uk)</p> |
| <p>Accident or injury from persons climbing on memorials, walking alongside the river</p> | <p>Groups will have a guide who will instruct them on how to behave around site including walking sensibly, not climbing on memorials and standing back from the river.</p> <p>The Arboretum have life buoys and throwing lines along the riverbank in case of emergency.</p> <p>A first aider is always on site to advise if necessary.</p> | <p>Ensure that you always have a member of staff supervising each group.</p> <p>Reinforce the safety instructions of our guides.</p> <p>Bring a school first aid kit and have first aid trained members of staff with you.</p> |
| <p>Injury or illness due to weather conditions</p> | <p>In hot weather, our guides will do their best to provide shaded areas to deliver their activity.</p> <p>In extreme cold or wet weather an indoor space will be found for the group.</p> <p>A first aider is always on site to advise if necessary.</p> | <p>Advise children and their parents to wear appropriate footwear and clothing for their visit dependent on the season/weather.</p> <p>Bring a school first aid kit and have first aid trained members of staff with you</p> |
| <p>Children on site along with the public, safeguarding issues</p> | <p>All members of employed learning staff are DBS checked.</p> <p>All members of the learning team will have received safeguarding training.</p> <p>Learning Centre cannot be accessed by the general public.</p> <p>We have an up-to-date Safeguarding Policy and this is available to both staff and volunteers.</p> <p>As we are a public space we cannot control all elements of the site so please be mindful and vigilant when using public toilets.</p> | <p>Pupils to be supervised by a member of school staff at all times.</p> <p>Each group of 25 students to have at least two members of school staff with them.</p> <p>Extra care when taking groups to the public toilets.</p> |

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| <p>Slippery surfaces in indoor areas or outside which may cause a fall</p> | <p>Groups will be instructed by guides to walk sensibly on site.</p> <p>Groups will be told to keep to paths unless otherwise instructed.</p> <p>Housekeeping team on site to clear up any spills.</p> | <p>Pupils to be supervised at all times by school staff.</p> <p>Advise children and parents to wear appropriate footwear.</p> <p>Advise children to walk sensibly around site.</p> |
| <p>Groups in the building the event of a fire</p> | <p>Fire exits and the process of evaluation are highlighted during their introduction.</p> <p>All groups will share their register of all staff and children on site on arrival.</p> <p>NMA staff/volunteers will lead groups to the meeting point in the event of a fire.</p> <p>NMA to keep an updated fire and evacuation policy and test fire alarms regularly.</p> | <p>On arrival ensure that NMA are clearly identifiable in case of an emergency.</p> <p>Pupils to be supervised at all times by school staff.</p> <p>An up-to-date register of all staff and students on site to be with the lead teacher at all times in case of a role call.</p> |
| <p>Groups involved in an accident with moving vehicles on site</p> | <p>Groups will be informed that there are vehicles on site and to walk sensibly.</p> <p>All vehicles around the Arboretum must drive below 5mph with hazards on where appropriate.</p> <p>Coaches to embark and disembark in allocated parking bays.</p> | <p>Pupils to be supervised at all times by school staff.</p> <p>Staff to be alert to moving vehicles on site and manage the group accordingly.</p> |
| <p>Member of staff or child falling ill whilst on site</p> | <p>NMA always has a first aider on site to advise if necessary</p> | <p>Pupils to be supervised at all times by school staff.</p> <p>Be aware of any children who have specific needs and bring appropriate medication with you if necessary.</p> <p>Bring a school first aid kit and have first aid trained members of staff with you.</p> |

