

S5 SAFETY NOTICE: SCHOOL PARTIES

We hope you enjoy your visit to the Boat Show, but it covers a huge area so please brief your pupils on some basic safety precautions. If you have a problem, call Security.

FOR PUPILS:

1. We're sorry but pupils are not permitted to go onto the Marina. **DO NOT** go onto the open decks of boats exhibited at height on the land. If it's sunny drink lots of water, wear a hat and put on plenty of suitable sunscreen. Always stay with your group, follow your teachers advice and/or the guidance of our uniformed Security staff.

2. The **LOST PERSONS MEETING POINT** is at the **HOLIDAY INN**. Please ensure that all you (and all pupils) know how to get there, or contact a uniformed Security Guard. Your Teacher must take a **HEADCOUNT** regularly and give a **FLOORPLAN** to you and each pupil. A floorplan is available at the Organisers Office.

3. **FIRE ASSEMBLY POINT:** In an emergency, a specific **PA ANNOUNCEMENT** will be broadcast. Please follow the directions of Security.

4. **FIRST AID:** The First Aid Post is at 'E' Gate, or call the number below.

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 6022260 ref: HSPV2
HSE Bookshops (refer local Yellow Pages) ISBN 0 7176 0904 9
NUT Guidance Pamphlets*

6. **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*).

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

8. The **GROUP LEADER** must have a mobile phone. Please ensure that the Organisers, the school and the pupils know it.

9. There must be an appropriate ratio of teachers/adults to pupils.

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.

EMERGENCY NUMBER
02380 222999

School Parties Safety Form

Please complete in BLOCK CAPS and FAXBACK to:

Ashika Gauld
PSP Southampton Boat Show 2009

Faxback to: 01784 439678

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 Name:	Leaders		Number of children:
Signed:			Number of Adults:
Mobile:			
Group Assistant's name:	ONLY IF KNOWN – THIS CAN BE ADVISED TO US ON THE DAY		
Mobile:			