

# **National Stone Centre**

## **Health and Safety Statement for Schools/Groups**

### **Please sign and return this copy.**

Since the National Stone Centre (NSC) opened in 1990, hundreds of thousands of people, including many children and groups have visited the site and taken part in activities safely. In the interests of the health and safety of all the staff, volunteers and visitors, the conditions of use for groups are as follows:

1. All visiting group leaders are responsible for the health and safety of themselves and the group of members in their care and in particular, in respect of the requirements of legislation, to secure health and safety and to protect children and vulnerable adults. In this connection they must sign an undertaking acknowledging this responsibility before participating in any activities (see overleaf).
2. All visiting group leaders must assure themselves that their competencies and the ratio of leaders to the age, sex and needs of the group members are compliant with the statutory requirements and the guidelines of their respective organisation. NSC staff and volunteers should not be included when calculating the ratio.
3. NSC staff and volunteers, tutors and others working on the NSC site are there to provide information and where appropriate, will warn the leaders of hazards and off-limit areas. It is for the visiting group leaders to take appropriate action with the students in their care.
4. All visiting group leaders must make appropriate NSC staff and volunteers fully aware of any special sensory or physical needs or relevant medical issues of group members in their charge.
5. All NSC staff and volunteers will be identifiable by a name badge with the NSC logo and high visibility clothing.
6. All visiting group leaders must take account of the sequence and timing of activities advised by the NSC; this is provided in the interests of safety and maintaining standards in the circumstances on the day of the visit.
7. The attention of all visiting group leaders is drawn to the NSC's Risk Assessment Guidelines. It is the responsibility of visiting group leaders to satisfy themselves on all matters and if necessary, to seek clarification from NSC staff on any areas they do not understand.
8. The special attention of group leaders and group members is drawn to the following good safety practice:

Group leaders and members should:

- a. Only walk forward and never run or walk backwards

- b. Never throw anything
  - c. Never climb on anything
  - d. Always keep to paths or routes and places indicated by NSC staff and volunteers
  - e. Be aware that, away from these areas there may be particularly uneven surfaces, quarry faces and mine workings
  - f. Wash hands after activities, especially before eating
  - g. Never drop litter
  - h. Never hammer rocks, fossils or minerals.
9. Parts of the site are rough underfoot, ensure sturdy shoes/trainers are worn. The weather on site can change quickly, it is advisable to bring waterproofs throughout the year; hats/caps are recommended for sunnier weather, warm clothing is recommended at all other times.
10. The leader of each group (or sub-group, once on site) must appoint one of the helpers/carers to act as 'Tail-end Charlie'. This person will be responsible for keeping the group together.
11. If the member of staff or volunteer guiding the group deems the groups behaviour in conflict with the NSCs Health and Safety requirements, they will terminate the activity if behaviour does not improve after an initial warning to the groups leader, (without refund). If conditions on site are deemed unsafe (for reasons beyond our control) then the member of staff or volunteer in charge will terminate the activity (without refund).

In addition to the above HEALTH AND SAFETY requirements, your attention is drawn to the fact that it is illegal to damage rocks, minerals or fossils on this designated Site of Special Scientific Interest and that special rules apply to collecting and removing material. NSC staff and volunteers can give guidance on this. In addition many species of plants and animals here are protected.

**NB: This procedure applies whether or not the group has pre-booked and for groups undertaking their own activities on the NSC site.**

Group Leaders Name:

Signature:

Contact phone number:

Date of visit:

Name of group:

Address of group:

Return to: National Stone Centre, Porter Lane, Wirksworth, Derbys. DE4 4LS

JBC/ver1/16/06/05. Amended 11/10/05

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