

SAFETY NOTICE: SCHOOL PARTIES



TEACHERS: We hope you enjoy your visit to the PSP Southampton Boat Show, but it covers a huge area so please brief your pupils on basic safety precautions. If you have a problem, contact our uniformed Security staff.

FOR PUPILS:

SBS2012

1. Wear one of the official Boat Show WRISTBANDS which you will be given when you arrive onsite. Write your Teacher's mobile number on it. School parties are not permitted to go onto the Marina. Do NOT go onto 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 main Entrance to the HOLIDAY INN. Please ensure that you know how to get there, or contact one of our uniformed Security staff. Don't wander off. Your Teacher will 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 our uniformed Security staff.
4. FIRST AID: The First Aid Post is at 'E' Gate, or contact any of our uniformed Security staff, or call the Emergency 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 60222260 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. We recommend that young pupils wear hi-viz vests. 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. Take a headcount regularly at the show.
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.
11. ENSURE THAT ALL CHILDREN WEAR A WRISTBAND (available at show entrance) AT ALL TIMES ONSITE, WITH THE GROUP LEADERS MOBILE NUMBER WRITTEN ON IT.

EMERGENCY NUMBER:

02380 222999

School Parties Safety Form



Please complete in BLOCK CAPS and FAXBACK to:

Michael Luke
The PSP Southampton Boat Show 2012

Faxback to: 01784 439678 email: mluke@britishmarine.co.uk

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

Tick:

- | | | |
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| 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 for this trip: | |
| 3. | We will ensure that all our pupils wear a WRISTBAND onsite with the Group Leaders mobile telephone number on it (<i>NB: Wristbands available at show entrance, foc</i>). | |

School Details:

School name and address:

Telephone:

Fax:

School Party details:

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

Group Leaders Name (CAPS):

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:

BEWARE DEEP WATER. DO NOT GO ONTO THE MARINA OR BOAT DECKS AT HEIGHT.