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**RISK ASSESSMENT ADVICE FOR TEACHERS**

This document explains the health and safety arrangement for the Noel Turner Science Festival to help you write your risk assessment for your visit.

**Health and Safety Policies**

Cowes Enterprise College and Winchester Science Centre have written health and safety policy statements. All staff have mandatory health and safety training and instruction.

**Car park and entry and exit**

Cowes Enterprise College has a dedicated coach drop off point with clear pedestrian routes marked through the car park.

**Fire and Evacuation**

Cowes Enterprise College has fully tested fire evacuation procedures in place in case of fire and other emergencies. The building is fitted with alarm systems and emergency exits are clearly marked**.**

Fire alarms are checked and evacuation procedures practised regularly

**The exhibition, learning spaces and lunch areas**

All of Cowes Enterprise College’s public areas have been designed and are maintained to ensure that they are safe for schools and other visitors. They have been fully risk assessed. The spaces are checked on a daily basis to remove or minimise risks.

**Activities for schools**

All activities, events and workshops are designed to remove or minimise risk and a risk assessment for every activity.

**Our people**

All staff on site will have the undergone the appropriate level of Disclosure and Barring Service (DBS) check as legally required.

**First Aid**

Cowes Enterprise College have members of staff who are trained in providing first aid. Please inform any member of school or festival staff if anyone requires assistance due to illness or injury. All incidents are recorded.

**Lost pupils**

Please inform any member of school or festival staff immediately if pupils become separated from the group and you are unable to find them. Established procedures are in place to deal with these situations.

**Supervision**

Please note that teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in the building and during any emergency evacuations.

**Safeguarding and Supervision**

Teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in the building and during any emergency evacuations.

All exhibitors and their representatives are required to be aware of their responsibilities with regard to the safeguarding of children. In particular, please ensure all those attending from your organisation are aware of the following:

1. It is everyone’s responsibility to protect children. Any concerns about risks to a child must be reported to a member of the Cowes Academy staff who will ensure the concerns are passed to the safeguarding lead.
2. All discussions with children and young people during the Festival must be professional and appropriate. It will never be appropriate for an adult to:
   1. Be alone with a child
   2. Exchange any personal information such as contact details or social media links with a child
   3. Photograph any children without their consent. Any photographs used as publicity for organisations must not link names of children to their photograph. Some children may have a specific reason for not being photographed and this must be respected.
   4. Share any adult-themed or age-inappropriate material with a child.

**Important Information for your visit**

1. The tripleader from each school will
   1. leave register of all pupils at the reception desk.
   2. provide details of staff attending the festival in advance so that passes can be prepared.
   3. let us know of any medical issue in advance of your visit by emailing [ntsf@winchestersciencecentre.org](mailto:ntsf@winchestersciencecentre.org).
   4. ensure that any pupils with critical medical conditions are suitably supervised/supported.
   5. ensure that students adhere to Cowes Enterprise College’s policy of being a mobile free zone. Any visiting students will not be permitted to use a mobile phone on site.

If you required further advice please email [ntsf@winchestersciencecentre.org](mailto:ntsf@winchestersciencecentre.org)

**We hope that you have a safe and enjoyable visit to the Noel Turner Science Festival**