

## **School Visits Safety Policy and Guidelines:-**

Epping Ongar Railway is fully committed to providing a safe and healthy environment for all its visitors. As part of their visit, students should be made aware that a railway is a hazardous environment that must be treated with respect. The following guidance will help ensure the safety of staff and students during their visit.

### **Supervision-**

Adult/Pupil Ratios are as follows 1:4 EYFS, 1:6 KS1, 1:8 KS2 & 1:10 KS3/4.

Whilst railway staff will assist you in your visit, it is the responsibility of the teachers and additional adults to ensure that students are supervised at all times.

When planning seating and supervision in the carriages the following might be helpful. TSO carriages accommodate 64 people, normally grouped in bays of 4 seats. There is access between most carriages whilst the train is moving. Children must not operate carriage doors at any time on, off or during the journey. The engine (locomotive) can get very hot and should be approached with caution and not touched.

### **Lost members-**

In the unfortunate event that a member of your party has become separated from the main group please contact a member of the railways staff immediately.

### **Accidents-**

Please report any First Aid incidents to a member of staff who will inform First Aiders and/or emergency services as needed. In cases requiring hospital attention, our first aid team will be in touch with the ambulance service.

### **Emergency planning-**

In the event of an emergency situation, EOR have a contingency plan that comes into operation. Members of staff have specific responsibilities that will enable the situation to be controlled or the railway evacuated in a safe and calm manner.

### **Disabled visitors -**

There is wheelchair access to most of North Weald and Ongar railway stations.

### **Arrival and departure-**

The EOR coach parking / drop-off area is situated approximately 100m from the main entrance of North Weald Railway Station. It has a level surface.

### Fire –

Fire extinguishers are installed in buildings where necessary and are serviced by outside contractors. Fire wardens are present on site. Regular electrical inspections are carried out on all wiring and equipment by outside contractors. Fire exits in all buildings are clearly marked. All fire procedures are managed in accordance with EOR fire risk assessment produced by a competent external contractor.

### Severe weather-

Wet weather and snow can make the platform slippery extra warnings need to be given to pupils and no running is advised. In extreme circumstances it might be necessary to close the railway at short notice. All parties will be notified as soon as possible.

### Toilets-

There are toilet facilities both Ongar and North Weald stations. Not available while on the train.

### Eating-

During school visits the Buffet car restaurant is NOT open so hot drinks cannot be bought on site sorry. In dry weather we have large picnic areas at both Ongar and North Weald stations. At North Weald, a carriage, could be used during wet/cold weather but will need to be arranged in advance.

### General Guidance on planning your visit-

We recommend that you give special consideration to providing adequate information about the purpose and schedule of the visit to all teachers and group-leaders; the potential hazards that may be encountered (see Schools Risk Assessment); identifying who is ultimately in charge in an emergency situation; communicating what to do in an emergency and agreeing a meeting point for those separated from the main group.