

# TREWERN OUTDOOR EDUCATION CENTRE



## Information for Visiting Groups

# Trewern Outdoor Education Centre

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# Trewern Outdoor Education Centre

## INTRODUCTION

Trewern is a residential centre, set in spacious grounds, situated on the edge of the Brecon Beacons National Park in the Welsh border town of **Hay-on-Wye**, (internationally famous for its book shops).

The Centre is owned by the London Borough of Barking and Dagenham and is staffed by qualified teachers with specialist knowledge and a wealth of experience teaching outdoor education and field studies.

Trewern offers students:

- A residential experience, which encompasses personal and social education.
- A facility which helps to develop life skills with an emphasis on achievement and enjoyed.
- Challenges, the application of which are not easily demonstrated or used in the classroom.
- A learning environment that contrasts with their home area.

The nature of residential outdoor courses is such that students who successfully complete their stay may have covered the following keys skills:

- ***Communication***
- ***Working with others***
- ***Improving own learning and performance***
- ***Application of number and problem solving***
- ***Information technology***

Trewern can accommodate groups of up to 54 students in shared bedrooms. Facilities include a dining room, lounge, staff room, coin operated laundry facilities, showers, kit rooms, drying room, kitchen, classroom, games room, conference room, dormitories.

Please contact the Centre if you require further information:

**Trewern Outdoor Education Centre**  
**Cusop**  
**Hay-on-Wye**  
**Herefordshire**  
**HR3 5RF**

**Tel:** 01497 820512  
**Fax:** 01497 820056  
**Email:** [office@trewern.org.uk](mailto:office@trewern.org.uk)  
**Website:** [www.trewern.org.uk](http://www.trewern.org.uk)

# Trewern Outdoor Education Centre

## CHARGES

Current year prices supplied on request.

There are different charges dependent on time of year and length of course. All courses are tailored to your requirements.

Bookings between April-July are highly sought after and therefore more expensive. There requirement to bring a minimum of 30 students to ensure maximum occupancy of the Centre at this time.

There is one free staff place for every 10 students (+1) – extra staff charged at same rate as students – e.g. 10 students - 2 free staff, 20 students – 3 free staff.

## TERMS & CONDITIONS

### FEES

A place will only be reserved on receipt of a completed booking form and a deposit within 4 weeks of the booking. All deposits are non-refundable.

The remainder of the fee must be paid at least 12 weeks in advance.

If you have booked less than 24 places at the Centre, sole use cannot be guaranteed.

If you have booked for 30-36 places at the Centre and your numbers drop below 30 you will be charged for 30 places

Minimum of 30 students for all bookings from April-July.

### CANCELLATION FEE

Cancellations should be made in writing.

More than 12 weeks notice	Deposit only
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Less than 12 weeks notice	Total fee
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Courses outside term time, organised by Trewern, may be cancelled if there are insufficient students. In this instance all fees will be refunded.

### LOSS

Loss of specialist equipment by students must be paid for at replacement cost.

### ALTERATIONS

Alterations to the programme may occasionally be necessary due to inclement weather. Appropriate alternative activities will be offered.

### INSURANCE

Trewern O.E.C. carries mandatory insurance relating to third parties. Please note, however, that this policy is not an insurance against claims for loss of personal possessions, injury, accident, loss of deposit or full course fee UNLESS negligence is proved against the Centre. Therefore, we strongly recommend that you ensure that you have your own personal insurance to cover all contingencies.

### REGULATIONS AND REQUIREMENTS

For safety reasons, these must be observed.

# Trewern Outdoor Education Centre

## TRANSPORT

Transport can be arranged for schools visiting from the Borough. This will be at an extra cost to the course fee. Please enquire at time of provisional booking for current price and complete the booking form indicating whether you would like Trewern to arrange transport for you.

Please note the following points when using transport arranged by Trewern:

- The group leader is responsible for supervising students whilst on the coach and during any breaks.
- Packed lunches and drinks must be consumed at the 'services' and not on the coach, when weather permits. If lunches have to be consumed on the coach, please make sure all rubbish is collected.
- At the 'Services' a minimum break of half an hour will be required to comply with driver's regulation hours.
- It is the group leader's responsibility to ensure that seatbelts are worn by all students.
- Students must sit down facing forwards at all times when the coach is moving.
- Items of luggage must not be left in the aisle.
- Attached is a transport risk assessment which group leaders may find useful.

If visiting school groups arrange their own transport and drivers request to stay with the group at Trewern, it is up to the school and party organiser/group leader to ensure that all necessary DBS checks have been carried out and appropriate paperwork provided. Trewern will not be held responsible for this.

'Pick up' and 'drop off' at Hereford station can be arranged for those groups who choose to travel by train.

# Trewern Outdoor Education Centre

## COURSE PREPARATION

A signed 'Booking Form' and deposit must be received by the Centre before proceeding with the course preparation. Please note the 'Terms and Conditions' of your booking.

The contents of this guidance pack may be copied to provide parents and students with relevant information.

It is important that the Group Leader liaises with the Centre on all matters relating to course organisation.

### **Centre Forms**

This pack contains templates for various group lists and forms. Please complete and return, with your outstanding balance.

#### **Form 1 – Group Details**

This form must be completed and returned to the Centre 12 weeks prior to the start of your course. Minor changes can usually be accommodated at short notice.

#### **Form 2 – Personal Details/Attendance Form**

To be completed by all students and staff. Please bring these forms with you – do not post.

#### **Form 3 – Bedroom List**

Please complete and return within 4 weeks of your course.

#### **Form 4 – Duty Groups**

Please complete and return within 4 weeks of your course. Divide students so that each group is represented.

#### **Form 5 – Activity Groups**

Please complete the relevant form according to group size. 1 group for up to 12 students, 2 groups for up to 24 students; 3 groups for up to 36 students, 4 groups for up to 48 students and 5 groups for 48+ students. Return with **Form 1**.

#### **Form 6 – Menu**

Please complete this form and return with **Form 1**.

#### **Form 7 – Medical Risk Assessment**

Please complete and return with **Form 1**.

### **Student Code of Conduct**

Visiting staff may find it useful to engage in a 'contract' with students in advance of their course to highlight expectations. These pro forma's may be useful templates. To be brought with you – do not post.

# Trewern Outdoor Education Centre

## PROGRAMME

All programmes are tailored to meet the schools/groups requirements and length of stay. Each group will have a course co-ordinator to discuss their requirements and learning objectives with. For Barking and Dagenham schools, a member of the teaching team will visit the Borough each term and are keen to arrange planning meetings.

### **Outdoor Activities**

Trewern offers a full range of Outdoor Activities which include:

- Canoeing/Kayaking
- Rock climbing
- Caving
- Mountain walking
- Gorge walking.
- Forest school/Bushcraft activities
- Waterfall walk

On-site facilities include:

- BMX biking
- Indoor Climbing Centre/Abseiling tower
- Archery
- Orienteering
- Assault course
- Ropes course
- Problem solving
- Forest schools/Bushcraft activities
- Nightline

### **Field Studies**

There is a wealth of opportunity for fieldwork at Trewern, being ideally located for easy access to a wide variety of natural and human environments. Field study courses can be used for examination work, enquiry learning, case studies or to reinforce topics covered in the classroom.

Primary studies to compliment classroom learning have been developed, these range from river fieldwork, a town study, a 'mini-beast' project using the Trewern pond and local stream and the Forest Schools initiative, an innovative and educational approach to outdoor play and learning.

# Trewern Outdoor Education Centre

## PROGRAMME

### **Other Specialist Courses**

Trewern has developed **GCSE and 'A' level Geography** and we are able to adapt these or create new studies to suit the school/group's needs and their chosen syllabus.

There are also opportunities for Environmental Studies, Art, History and **'A' level Biology** courses.

### **Physical Education**

We are able to offer a range of **Outdoor and Adventurous Activities (OAA)** as **GCSE and AS/A2 PE modules**, which include canoeing, kayaking, climbing, mountain activities / trekking, orienteering and archery.

We deliver our typical Sunday to Friday programme as a complete package, with students choosing one activity from those on offer. During the week, they will learn the required skills to satisfy their syllabus and will be assessed on their performance at the end of the course.

### **Duke of Edinburgh's Award**

Trewern is an ideal base for expedition training and assessment at all levels. The Centre has Approved Activity Provider status and all Trewern teaching staff are accredited assessors, trainers and supervisors to Gold level. We are able to provide walking and canoeing expeditions. We also run exciting residential programmes for Gold candidates.

### **Staff Development**

Trewern makes an excellent venue for a variety of staff development and training opportunities. Team building days are both fun and challenging and delivered in a relaxed atmosphere. We offer training in the delivery of **Outdoor Learning Cards**, which focuses on developing outdoor learning within schools, making use of the grounds and surrounding area.

# Trewern Outdoor Education Centre

## SERVICES & FACILITIES

### **Recreation**

We have a range indoor of games and a small library.

Outside we have spacious gardens, a fire pit, clay oven, picnic benches and playing fields to facilitate outdoor games.

### **TV, DVD**

These can be made available at the discretion of visiting staff during students' free time. The use of this equipment must be supervised.

MP3 players with earphones may be used at the discretion of visiting staff but not on activities.

### **Telephone**

The Centre telephone may be used by visiting staff to contact school and parents.

### **Computer**

There is a laptop with internet access available for visiting staff use. Students, under supervision, also have access to computers in the classroom.

### **Shop**

A small tuck shop is available selling a range of sweets, soft drinks and souvenirs.

# Trewern Outdoor Education Centre

## NOTES FOR VISITING STAFF

### Roles and Responsibilities

Although visiting teachers have overall responsibility for their students, in practice this is done in partnership with the Trewern staff. Visiting teachers play a vital role in the day to day running of the Centre. The daily routine can be found at the end of this document.

### Prior to the Visit

The party leader should liaise with the Trewern course co-ordinator to ensure that an appropriate programme is planned. This will normally be at least 12 weeks prior to the visit.

The party leader is asked to divide the group into activity, duty and bedroom groups. It is helpful if these lists are forwarded to the course co-ordinator 12 weeks before the course begins.

Please discourage students from bringing mobile phones. It has been found that their uncontrolled use has a detrimental effect on the success of the course. They do not work well in this area and students will not be allowed to take them on activities.

If students do bring mobile phones, it is advised that they are encouraged to deposit them in the safe. Use thereafter is at the discretion of the visiting staff.

### On Activities

Visiting staff will accompany students on activities, Centre teaching staff depend on their active support and encouragement. The Centre staff will brief the group at the start of the day and at subsequent times with essential information about clothing, safety and appropriate behaviour, and will instruct the activity.

In the event of an accident, the Trewern teacher will, (in consultation with the visiting staff), decide the course of action **with due regard to the safety of all**. In the event of the evacuation of a student for medical treatment, the visiting teacher will usually accompany the patient. Trewern staff will return with the rest of the party to a place of safety.

In the unlikely event that members of the Centre's teaching staff become incapacitated through accident or illness, the visiting teacher will become responsible for ensuring the safety of the party. Guidance notes are available in the staff room and minibuses.

In extreme circumstances visiting staff have the right to halt an activity, if they believe that the students are being placed in an unnecessarily hazardous position. Paying due regard to the outcomes at that point, (i.e. is it safe to do so?) the students should be withdrawn to a place of safety (or insist that Centre staff do this). Either leader may then decide to alter or abandon the activity. This course of action should be regarded as most irregular and the Head of Centre should be contacted as soon as possible so that the matter can be resolved.

# Trewern Outdoor Education Centre

## NOTES FOR VISITING STAFF

On return to the Centre, Trewern staff will oversee the correct return of equipment to the stores. The co-operation of visiting staff and students with this is essential.

Wet/dirty clothes and footwear should be placed in the drying room. Again, we will need visiting staff to assist in supervising this area when students return from activities. For health and hygiene reasons, it is important to ensure that all students shower on return from activity sessions.

### Field Studies

All points noted above apply to those staff accompanying Field Study groups. In addition:

Teaching the subject of the day may be the responsibility of either Trewern or visiting staff, depending on their expertise. Roles will always be agreed in advance.

When not in charge of teaching a group, Trewern staff will have responsibility for safety in rugged environments that may be unfamiliar to visiting teachers and students.

Visiting staff will usually be responsible for the supervision of the students during their evening studies.

### Child Protection

It is the responsibility of each school to nominate a member of staff (preferably the party leader) as the child protection co-ordinator for the duration of the trip. It is essential that this elected person liaises with the school's child protection co-ordinator to obtain details of any child who appears on the Borough's child protection register. It is important that this information is shared with other staff accompanying the trip and the Trewern course co-ordinator on a 'need to know' basis.

It would be prudent in the pre-course meetings, to make parents/guardians aware that, as teachers of Outdoor Education, we have a close professional relationship with children. Our teaching may involve appropriate physical contact to ensure the success of the course and the safety of children at all times. A copy of *Trewern Outdoor Education Centre, Child Protection Policy and Statement* is available on our website [www.trewern.org.uk](http://www.trewern.org.uk).

In the event of an incident of alleged child abuse being disclosed during the course, the case should be reported to the Head of Centre, but the responsibility for referral remains with the elected school co-ordinator. Exceptions to this would be if the allegation involved a member of the teaching team. Before making a referral, ideally the school's child protection co-ordinator should be contacted, but in an emergency the referral should be made directly to the social services without delay.

## WHILST AT TREWERN

### On Arrival

Medical and Attendance forms should be given to the course co-ordinator on arrival. They will be placed in the rack on the wall of the staff room, for easy access when required. Please inform Centre staff if any pupil has a condition that could be of significance to their stay at Trewern.

# Trewern Outdoor Education Centre

## NOTES FOR VISITING STAFF

Introduction to the Centre will be given by a member of the Centre teaching team, groups will then be shown to their dormitories and issued with kit. They will be given time to unpack and make their beds. During this time visiting staff can discuss the programme with the course co-ordinator. There is usually time to also include a first evening activity.

### During the Week

Visiting staff play a vital part in the day to day running of the Centre and in helping with general discipline.

7.30am	Get up, make beds, tidy belongings
8.00am	Breakfast
	Packed lunch preparation
	Morning duty
9.15am	Morning meeting
9.30-4.30pm	Activity
6.00pm	Dinner
	Evening duties occur throughout the evening
7.30-9pm	Evening session
Bedtime	This is left to the discretion of the group leaders. It is important for safety and general success of the course that all students get sufficient sleep.

### General Routine

The course co-ordinator will liaise with visiting staff each morning. Most evenings a Trewern member of staff will be on duty. Visiting staff will usually be asked to oversee at least one evening and are responsible for the start and end of each day.

Students are expected to look after their own part of the dormitory and make their own beds, as well as help with simple jobs around the house. Each work group has two jobs per day, as outlined on the duty list.

### In the morning the visiting staff:

- Wake the students at about 7.30 a.m.
- Ensure beds are made and bedrooms are tidy before breakfast at 8.00 a.m.
- Visiting teachers will need to supervise the dining area and the morning duties, which include breakfast. It is **essential** that one teacher operates the toasters and one teacher remains with students operating the dishwasher, at all times. Only staff may use the waste disposal unit.
- There is a short meeting for teaching and instructing staff at 9.00am.
- Encourage students to be ready in the dining room/lounge for the morning meeting at 9.15am.

# Trewern Outdoor Education Centre

## NOTES FOR VISITING STAFF

### **In the evenings ensure that:**

- Tables are laid for breakfast
- Fire doors are closed before you retire
- All electrical appliances are turned off
- Fire guard is in place
- Corridor lights are left on so that people can go downstairs to the toilet
- All downstairs windows are closed and doors locked
- Please discourage pupils from being outside after dark
- The visiting staff will set students' bedtime.

## Trewern Outdoor Education Centre

### GROUP DETAILS

**Please return with outstanding balance 12 weeks prior to course**

**School/Organisation:**

**Course dates:**

**Name of Group Leader:**

Name:

M / F

Minibus Driver: YES / NO

(Must be over 21 years of age, with a clean driving licence with D1 category and have previously had experience of driving a minibus with children – please bring licence with you).

First Aid Holder: YES / NO

Mobile Tel. No:

Email:

**Name of Child Protection Co-ordinator:**

**Names of Visiting Staff:**

Name: M / F	Name: M / F
Minibus Driver: Y / N	Minibus Driver: Y / N
First Aid Holder: Y / N	First Aid Holder: Y / N
Name: M / F	Name: M / F
Minibus Driver: Y / N	Minibus Driver: Y / N
First Aid Holder: Y / N	First Aid Holder: Y / N

**Number of Students Attending:**

Female			Or	Year Group/s:
Male		Age Range:		
Total				

**Dietary Requirements (including Staff)**

Diet	Nos.	Diet	Nos.
No Red Meat		No Eggs	
No Beef		Non Dairy	
No Pork		Gluten Free	
Vegetarian + fish		Diabetic	
Vegetarian no fish		Halal	
Allergies/Other – please state			

**Leader**

Signed:	Print Name:
	Date:

**Please contact the Centre with any significant changes to the above information**

**Trewern Outdoor Education Centre**  
**PERSONAL DETAILS/ATTENDANCE FORM**  
**To be completed by all course members including staff**  
**(CONFIDENTIAL)**

School/Organisation

Date of Course:

Name: Male / Female

Date of Birth:

Address:

Home Tel. No:

Email:

Please provide two contacts who can be reached in the event of an emergency:

Name:		Name:	
Tel:		Tel:	
Mobile		Mobile	

During the course, photographs may be taken which could later be used for educational purposes or to promote the Centre. If you have an objection to this please contact the Centre.

Name of Doctor:

Address:

Tel. No:

Please specify any medical problems/allergies:

Are you taking any medication? (please give details and dosage)

Approximate date of last Tetanus injection if known:

Special dietary requirements:

Swimming ability (tick box)

Non swimmer  Confident in water

**Declaration:**  
 If there are any changes to the above information I will inform the Group Leader or Centre before the start of the course.

For students under 18 the person with parental responsibility must sign.

**Signed:** **Date:**  
**Name (PRINT):**

## Trewern Outdoor Education Centre

### BEDROOMS

**FEMALE:**

**ROOM 1 (3 bunk beds)**


**ROOM 2 (4 bunk beds)**


**ROOM 3 (5 bunk beds)**


**ROOM 4 (1 single bed – staff room)**

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**ROOM 5 (2 top bunks, 3 bottom bunks, 1 single bed that can be pulled out)**


**ROOM 6 TOP FLOOR (2 single beds)**

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**MALE:**

**ROOM 7 (4 bunk beds)**


**ROOM 8 (2 single beds)**

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**ROOM 9 (3 bunk beds)**


**ROOM 10 (2 bunk beds)**


**ROOM 11 (3 bunk beds)**


**OVERFLOW (2 single Z-beds to be put into other rooms)**

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# Trewern Outdoor Education Centre

## DUTY GROUPS For 28-36 Students

Group A

Group B

Group C

Group D

Group E

Group F

Group G

**Please fill all groups and spread students evenly throughout.  
Minimum of four in each group**

# Trewern Outdoor Education Centre

## DUTY GROUPS For 18-27 Students

<b>Group A</b>

<b>Group B</b>

<b>Group C</b>

<b>Group D</b>

<b>Group E</b>

Please fill all groups and spread students evenly throughout.  
Minimum of three in each group

# Trewern Outdoor Education Centre

**DUTY GROUPS**  
For 37-52 Students

## GROUP A


## GROUP B


## GROUP C


## GROUP D


## GROUP E


## GROUP F


## GROUP G


**Please fill all groups and spread students evenly throughout.**  
**Minimum of four in each group**





# Trewern Outdoor Education Centre

## MENU CHOICES

Please choose meals for the whole group and in accordance with the Healthy Eating Guidelines keep fried meal options to a minimum

Name of School/Group:

Date of Course:

Please delete or tick boxes, where appropriate, with your choices

SOUP:                    YES            NO

Main Course		Desserts	
Lasagne		Fruit Crumble & Custard	
Curry		Fruit Pie & Custard	
Shepherd's Pie		Fresh Fruit Salad	
Pizza		Trifle	
Fish - baked		Cheesecake	
Cheese & Potato Pie		Bread & Butter Pudding	
Fish Pie		Rice Pudding	
Burgers or Sausages (please delete)		Ice Cream	
Chicken Pie		Chocolate Sponge with Chocolate Sauce	
Chilli Con Carne			
Sweet & Sour			
Roast			
Chicken or Beef or Sausage Casserole (please delete)			
Bolognese			
Meatballs			

WOULD YOU LIKE A PACKED LUNCH / TEA FOR YOUR JOURNEY HOME                    YES            NO



**Trewern Outdoor Education Centre**  
**PUPIL CONTRACT (Secondary/Youth Groups)**

At Trewern we make every effort to provide a safe, healthy and stimulating environment in which you can learn, develop and challenge yourself. It is important that you have clear guidelines about acceptable behaviour so that you can get the most from your week. Below, you have the opportunity to come up with some sensible guidelines of your own. Negotiate these with your peers and the teachers who will lead your trip.

We do have to have some rules that are important to your well-being and safety. For example, Trewern does not allow tobacco, alcohol or illegal substances to be brought to the Centre or consumed here. We're sure you wouldn't expect anything less!

Now look at the following categories and negotiate a sensible student contract of your own. Begin each statement with the words 'I agree to ...'.

When you and your teachers are happy that they are useful and workable you can sign and date the form and return it to your trip organiser.

Care of centre, furniture and equipment: I agree to
Wet clothes:
Leaving the site unaccompanied:
Movement around the centre:
Personal possessions (Mp3s, PSPs, DSs, mobile phones, etc):
Our dormitories:
Respect for each other:
Participation:

**Declaration**

I agree to follow the contract that I helped to formulate and that I will do everything I can to enjoy my time at Trewern while remaining responsible, safe and sensitive to the needs of others on the trip.

Signed:

Print:

Date:

## Trewern Outdoor Education Centre

### PUPIL CONTRACT (Primary)

At Trewern we make every effort to provide a safe, healthy and happy environment in which you can learn, develop and have fun. To get the most from your week it is important that you have clear guidelines about acceptable behaviour so that you can help us help you have the time of your lives.

Below, you will get the opportunity to come up with some sensible guidelines of your own. Perhaps you could discuss these during circle time or as a speaking and listening project.

We do have to have some 'rules' that are important to your well-being and safety which we'll tell you about when you arrive. We're sure you wouldn't expect anything less!

Now look at the following key words and see if you can negotiate a sensible student contract of your own. Begin each statement with the words 'I agree to ...'.

When you and your teachers are happy that they are useful and workable you can sign and date it and give it to your teacher for safe keeping.

Care of centre, furniture and equipment: I agree to
Wet clothes:
Leaving the site unaccompanied:
Movement around the centre:
Personal possessions (Mp3s, PSPs, DSs, etc):
Our dormitories:
Respect for each other:
Participation:

### **Declaration**

I agree to follow the contract that I helped to make and that I will do everything I can to enjoy my time at Trewern while remaining sensible, safe and sensitive to the needs of everyone else on the trip.

Signed:

Print:

Date:

# **Trewern Outdoor Education Centre**

## **STUDENT INFORMATION SHEET**

**ADDRESS:** TREWERN  
CUSOP  
HAY-ON-WYE  
HEREFORDSHIRE, HR3 5RF

**OFFICE TELEPHONE:** 01497 820512 **BOOKINGS & EMERGENCIES ONLY**

### **ACCOMMODATION**

The house has dormitory style bedrooms, a dining room, lounge and showers. There are laundry facilities and an efficient drying room.

### **MEALS**

The course includes continental style breakfasts, packed lunches, and three course evening meals. We do cater for vegetarians and/or special diets, but need this information beforehand.

### **HOUSE ROUTINE**

We ask our students to help keep the house clean and tidy and to help with jobs such as washing up. We also have a few basic house rules designed for people's safety and welfare. Smoking is not permitted on the premises, vehicles, or when on activities. Deliberate damage to the fabric or contents of the building must be paid for.

### **TRANSPORT**

The Centre has 3 minibuses, equipped with seatbelts, to take students to and from activity venues.

### **MEDICAL PROBLEMS**

Please ensure that we know of any relevant medical problems or allergies. An Attendance/Personal Details Form should be completed and any relevant medical information forwarded to Trewern before your visit.

### **INSURANCE**

Trewern carries mandatory insurance relating to third parties. We are not responsible for any loss of personal possessions, injury, accident or loss of deposit. Therefore, we strongly recommend that you ensure that you have your own personal insurance to cover all contingencies.

It is suggested that students are discouraged from bringing mobile phones. They do not work well in this area and students will not be allowed to take them on activities. If students do bring their mobile phones, on arrival at Trewern they will be required to hand them in to be kept in the safe. Use of mobile phones thereafter is at the discretion of the visiting staff.

### **EQUIPMENT**

All specialist equipment will be supplied. A suggested personal clothing and equipment list will be sent to individuals.

### **POCKET MONEY**

There is little or no opportunity during the course to go shopping but Trewern does have a tuck shop which sells a limited amount of souvenirs. We therefore think that pocket money should be limited to a sensible amount.

# Trewern Outdoor Education Centre

## KIT LIST



## WHAT TO BRING

### In a medium sized suitcase/bag

#### YOUR MUST BRING:

- A pillow case
- A bottom sheet (single bed size)
- A single duvet cover or sleeping bag

#### YOU MUST BRING SEVERAL SETS OF WARM PRACTICAL CLOTHES FOR ACTIVITIES – THIS SHOULD INCLUDE:

- 4 Sweaters
- 4 T-Shirts
- 4 pairs of jogging bottoms
- 4 pairs of thick socks (to wear with boots)
- Warm hat and gloves (even in summer)
- 2 Large waterproof poly bin bag/bin liners
- In summer - shorts, sun cream, sunhat
- **1 litre Water Bottle or £1.50 to purchase a Trewern Bottle**

#### YOU WILL ALSO NEED TO BRING THE FOLLOWING:

- Clothes to wear in the centre in the evenings, and for travel to and from home.
- A pair of slippers or trainers with soft soles to wear only in the house
- Trainers or shoes for outdoor use
- Pyjamas or nightdress
- Towels and wash kit
- **SPLASH/STREET BASE CARD** – points are awarded to all pupils who attend a Trewern course and bring their card with them.

#### PLEASE NOTE

- **All** specialist equipment and footwear for activities will be provided by Trewern. There is no need to bring your own waterproofs and boots.
- There is no need to buy new clothing - old clothes are preferable for activities.
- You are advised to mark all items of clothing.
- A drying room is available which will dry clothes overnight, but there are no facilities for washing clothes.
- A First Aid Kit is not essential, pupils can bring a basic kit - e.g. plasters, along with travel sickness pills and any prescribed medicines.
- The weather at Trewern is often colder and wetter than in the South East. Groups may be out-of-doors all day, and may be in mountainous areas. Warm clothes may be needed even in the summer.
- Televisions, radios or stereos are not allowed. There is no objection to cameras, MP3 players or small personal computer games, but these are brought at your own risk. Valuables or jewellery are best left at home for their safekeeping.
- Do not bring hair straighteners, they are a fire risk and are not allowed.

# Trewern Outdoor Education Centre

## TRAVEL TO TREWERN AND RETURN JOURNEY RISK ASSESSMENT

Risk Rating: **Low**

<b>TASK/WORK ACTIVITY ASSESSED:</b> <b>Travel to Trewern and return Journey</b> <b>SCHOOL:</b> <b>NAME OF GROUP LEADER:</b> <b>ASSESSOR:</b> <b>DATE OF ASSESSMENT:</b>
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Area of work/Task	People Affected	Hazard(s)	Potential Outcome(s)	Current Control Measures	Further Action Required	Review Date
Supervising pupils from the school building on to the bus	Pupils	Ensuring all pupils directly board the bus and do not wander into the road	Run over by a vehicle	<ul style="list-style-type: none"> <li>• One member of staff leading the group to the bus, this member of staff waits by bus door until last pupil has boarded with the 2<sup>nd</sup> member of staff. All pupils counted on.</li> </ul>	None	
Supervising children on the bus from school to the venue	Pupils and accompanying staff	<ul style="list-style-type: none"> <li>• Pupils seat belts not being correctly fastened.</li> <li>• Ensure one pupil per seat</li> </ul>	<ul style="list-style-type: none"> <li>• Ejected out of their seats and possibly the window should the bus crash.</li> <li>• As above because the pupils cannot be belted in correctly if there is more than one pupil per seat.</li> </ul>	<ul style="list-style-type: none"> <li>• One member of staff or both checks that all belts are correctly fastened.</li> <li>• All pupils are checked – one per seat.</li> </ul>	<ul style="list-style-type: none"> <li>• If any pupil is standing up or moving about insist they return to seat and are belted in correctly.</li> <li>• Ensure pupils stay seated</li> </ul>	

## Trewern Outdoor Education Centre

### TRAVEL TO TREWERN AND RETURN JOURNEY RISK ASSESSMENT

Area of work/Task	People Affected	Hazard(s)	Potential Outcome(s)	Current Control Measures	Further Action Required	Review Date
Supervising pupils from the school building on to the bus		Bus moves off before all pupils are seated.	Pupils are not sufficiently balanced and can bump into others or fall, also they can be propelled forward should the driver have to brake suddenly.	Ensure all pupils are seated and ask the driver not to pull away until you have told him/her all pupils are safely belted into their seats.	None	
Supervising children on the bus from school to the venue		Driver distracted due to poor and or loud pupil behaviour.	Driver loses concentration and makes an error of judgement due to distraction.	Teachers ensure pupils know and understand the code of conduct for behaviour whilst on a moving vehicle	<ul style="list-style-type: none"> <li>• If any pupil is standing up or moving about insist they return to seat and are belted in correctly.</li> <li>• Ensure pupils stay seated</li> </ul>	
Alighting the bus	Staff and pupils	Pupil/s wandering onto the road	Run over by a vehicle	One member of staff leads pupils off the bus, he/she then waits by the door, counts pupils off the bus and ensures pupils wait until all pupils have alighted from the bus in an orderly line.	Should more than two adults be present one will accompany the first pupil and wait by the door for the other staff to join them.	

## Trewern Outdoor Education Centre

### TRAVEL TO TREWERN AND RETURN JOURNEY RISK ASSESSMENT

Area of work/Task	People Affected	Hazard(s)	Potential Outcome(s)	Current Control Measures	Further Action Required	Review Date
Moving from the bus to the Service Station entrance	Staff and pupils	Pupils moving out of the orderly line or stepping off the pavement.	Injury.	<ul style="list-style-type: none"> <li>• One member of staff leads pupils and another is at the end of the line across pedestrian crossing.</li> <li>• Other adults supervise the rest of the line.</li> </ul>	Constant reminders to pupils to remain in an orderly line and walk at an appropriate pace.	
Negotiating steps, stairs and doors	Staff and pupils	Tripping, slipping, falling and getting trapped in doors.	Injury.	<ul style="list-style-type: none"> <li>• One member of staff leads pupils and another is at the end of the line.</li> <li>• Other adults supervise the rest of the line.</li> </ul>	Constant reminders to pupils to remain in an orderly line and walk at an appropriate pace	
Gathering children together at start and end of Service Station stop.	Pupils	Pupils wandering from the group and becoming lost.	Pupil lost.	Group leader to have group list. Children to collect at pre-arranged designated place.	Other adults perform supportive role:-  - Help to gather group. - Inform venue's employees of arrival where applicable.	
Supervising pupils at the toilets	Staff and pupils	<ul style="list-style-type: none"> <li>• Ensure male and female staff supervise pupils within toilet block.</li> <li>• Ensure pupils wait outside in an orderly manner.</li> </ul>				

## Trewern Outdoor Education Centre

### TRAVEL TO TREWERN AND RETURN JOURNEY RISK ASSESSMENT

Area of work/Task	People Affected	Hazard(s)	Potential Outcome(s)	Current Control Measures	Further Action Required	Review Date
Leaving venue and walking back to bus	Pupils, staff and parent helpers	As with journey <b>to</b> the venue	As with journey <b>to</b> the venue	As with journey <b>to</b> the venue.	As with journey <b>to</b> the venue.	
Travel back to school.	Pupils, staff and parent helpers	As with journey <b>to</b> the venue	As with journey <b>to</b> the venue	As with journey <b>to</b> the venue	As with journey <b>to</b> the venue	
Moving pupils and staff in the event of an emergency	Pupils and accompanying staff and helpers.	Pupils becoming alarmed and/or injured.	Serious injury.	<ul style="list-style-type: none"> <li>•Staff are familiar with evacuation procedures at the venue.</li> <li>•Pupils are familiar with emergency procedures of this kind.</li> </ul>		

# Trewern Outdoor Education Centre

## TRAVEL BY TRAIN - RISK ASSESSMENT

Risk Rating: **Low**

<b>TASK/WORK ACTIVITY ASSESSED:</b> <b>Travel to Trewern by train</b>
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Area of work/Task	People Affected	Hazard(s)	Potential Outcome(s)	Current Control Measures	Further Action Required	Review Date
Getting to the station	Pupils	Child becoming separated from the group	Student lost	One member of staff leading the group and one at the rear. Other adults at regular intervals	Regular head counts.	
Getting to the station	Pupils and accompanying staff	Traffic hazards	Run over by vehicle	Keep group in control on pavement. Walk in orderly fashion. Cross roads in appropriate places – at official crossing sites where ever possible.		
At the station – negotiating steps, stairs, escalators and doors	Pupils	Tripping, slipping, falling or getting trapped by doors.	Injury	One member of staff leads with another at the rear. Remaining staff supervise in between.	Constant reminders to pupils to walk with care and at an appropriate pace.	
Boarding train	Pupils	Tripping/getting caught in doors.	Injury	Children to board train in an orderly fashion, supervised by adults. Group to enter on carriage only.	Staff to allocate seats as pupils board train.	
On the train	Pupils	Lost pupil	Pupil missing	All helpers briefed before departure. Large groups to be made more manageable by allocating a certain number of students to each adult	Regular head counts.  Designated muster point	

# Trewern Outdoor Education Centre

## RISK MANAGEMENT SUMMARY

The purpose of this risk management summary is to satisfy clients that, as an AALS Licensed provider, our risk analysis and management systems are adequately robust.

### 1. CENTRE DETAILS

**Name:** Trewern Outdoor Education Centre  
**Address:** Cusop, Hay-on-Wye, Herefordshire HR3 5RF  
**Website:** [www.trewern.org.uk](http://www.trewern.org.uk)  
**Tel:** 01497 820512  
**Email:** [office@trewern.org.uk](mailto:office@trewern.org.uk)

### 2. ADVENTURE ACTIVITIES LICENCE DETAILS

The holding of an Adventure Activities Licence means that we have been inspected by the Adventure Activities Licensing Service (AALS), and our risk analysis and management systems were found to be satisfactory. More about what holding a licence means can be found on the Licensing Authority's website [www.aala.org.uk](http://www.aala.org.uk).

**Reference No:** R0445      **Licence No:** L5043

#### Activities includes on Licence:

- Kayaking
- Open Canoeing
- Paddle Surfing
- Rock Climbing
- Abseiling
- Sea Level Traversing
- Gorge Scrambling
- Hill Walking and Mountaineering
- Off Road Cycling
- Caving
- Mine Exploration

### 3. STAFF COMPETENCE AND QUALIFICATIONS

All staff will either hold a relevant National Governing Body (NGB) qualification, or a Statement of Competence signed by an appropriately experienced and qualified person. Our team includes staff qualified at technical advisor level in all activity areas.

### 4. RISK ASSESSMENTS/OPERATIONAL PROCEDURES FOR ADVENTURE ACTIVITIES

These are inspected as part of our Adventure Activities Licence. Our code of practice, which contains an abridged version of our risk assessment, can be viewed on our website.

# Trewern Outdoor Education Centre

## RISK MANAGEMENT SUMMARY

### 5. ADVENTURE ACTIVITY EQUIPMENT

All specialist equipment will be provided and will be fit for purpose and is inspected as part of our adventure activities licence. Records of equipment checks are available for inspection on site.

### 6. CHILD PROTECTION POLICY

We have adopted the London Child Protection Procedures and these form part of our recruitment process. Statutory DBS checks are routinely carried out.

### 7. SUPERVISION ARRANGEMENTS OF CHILDREN WHEN NOT ON ACTIVITIES

The overnight supervision of children is overseen by the visiting staff. Emergency contact details are available at the Centre, should a situation arise which needs the back-up of Trewern staff.

### 8. TRANSPORT

Transport to activity venues is provided; Trewern has a fleet of 3 minibuses which undergo regular checks and servicing. Drivers all hold appropriate licences.

### 9. INSURANCE ARRANGEMENT

Insurance company:	Zurich Municipal
Policy No:	QLA-01E201-0293
Date of Cover:	1 April 2014– 31 March 2015
Employer's Liability Cover:	No less than £5 million

### 10. FIRE PROTECTION

We hold a current fire certificate. Quarterly checks are done on both fire alarms and extinguishers.

The fire alarm is sounded on the first evening and groups are made aware of the location of emergency exits and muster points.

### 11. SITE SECURITY ARRANGEMENTS

The site is locked each evening by the duty instructor. Where visiting staff oversee the evening, this responsibility is handed over to them.

### DECLARATION

I declare that the information above is accurate at the time of writing

Signed:  (Head of Centre)