

## Welsh Harp Environmental Education Centre

### Important Information for Teachers and Group Leaders

Birchen Grove, London, NW9 8RY  
020 7248 7171 : [welshharpcentre@thames21.org.uk](mailto:welshharpcentre@thames21.org.uk)

This information is provided to help you plan your visit and make the most of your time at the Centre. It includes important health and safety information. Please ensure all staff and adult helpers have understood it too. Thank you.

**Lunch:** you may eat your lunch at the Centre inside or out – or (time permitting) on the Welsh Harp Open Space, just outside the Centre grounds. Teachers / group leaders are responsible for the supervision and safety of the pupils at all times whilst at the Centre.

**Help us to reduce waste. Please do not bring disposable bottles of water on your trip. We have plenty of drinking water and cups for you.**

**Activity locations:** most activities are delivered in the 5.5 hectares of the Centre grounds and the classrooms. Some activities may involve going to the Welsh Harp Open Space.

**Pre-visit:** Teachers / group leaders are welcome to arrange a pre-session site visit with us.

**Payment:** we will invoice you before your visit. **Please do not bring the money with you.**

**Cancellation of bookings:** we will check the weather forecast 3 days before your session is due to take place. If severe weather is forecast we will contact you to discuss the option of rearranging the date of your session or delivering an altered lesson plan.

**If you decide to cancel your booking with us you must do so 3 weeks before the delivery date. Cancellations after that date will be charged at the full amount.**

#### Getting to the Centre:

**Buses:** 83, 182, 245, 297, 302 buses pass within a ten-minute walk of the Centre.

#### Driving to the Centre:

- Birchen Grove is a minor road off Blackbird Hill with traffic lights at the junction. Follow the signs to the Birchen Grove Garden Centre, we share their drive.
- Drivers should stop in the car-park, not on the drive.
- Please take extreme care when driving in the Centre car-park.

**Clothing:** please ensure that all attendees wear appropriate clothing for the outdoors and the weather, including sturdy footwear. Activities take place amongst woodland vegetation and potentially damp or wet areas

**Responsibilities and expectations:** good behaviour is essential so that your group is safe and gets the most out of the visit. It is your responsibility to see that your group is adequately supervised at all times whilst at the Centre. Please refer to our adult to young person ratio in the table below; centre staff are not to be included in this count. You should also refer to your own school or LEA guidelines.

Ensure that all supervising adults are aware of the purpose of the day; understand the risk assessment, and the responsibilities of their role.

**Supervising adult to young person ratio:**

Age	Number of supervising adults required	Number of young people
0-3	1	3
4-5	1	4
6-8	1	6
9-12	1	8
13-18	1	10

**Health and Safety:** there are intrinsic hazards associated with the external areas of the Centre. We encourage all adults and young people to be “safety conscious” throughout your visit. You will be provided with a copy of the risk assessment relevant to your booking(s). Please ask if you would like a copy of our Health and Safety Policy.

**Emergencies:**

**First aid:** your group must have its own first aider in attendance and be prepared to take charge of the pupils’ welfare.

**Fire:** the procedure is explained in the session safety talk. Centre staff will take charge. Bring a list of all your attendees including adults, and take a roll-call at the assembly point.

**Evaluation:** we ask teachers / group leaders to complete a simple evaluation form before they leave. This is very helpful both in improving our service, and (hopefully) in being able to demonstrate, where necessary, that the service we provide is worthwhile.