



## **RISK ASSESSMENT GUIDANCE FOR TEACHERS 2025**

Last updated: November 2025 Robyn Stern

### **ACCOMPANYING ADULTS:**

You are required to bring sufficient adults to supervise the children according to the ratios below or as requested by the Education Manager.

Early years 1:3    Infants 1:4/5    Juniors 1:6    Secondary 1:10

**Please note** that these Ratios are Excluding those Adults designated as one-to-one support. If Parent helpers are attending please ensure that they are aware of their responsibilities regarding children's behaviour and safety. We ask that parents do not use their mobile phones during their visit except in cases of emergency.

### **INSURANCE:**

Please ensure that children are supervised at all times. The children and their behaviour will be the responsibility of the visiting teacher. The Trustees cannot accept any liability for accidents.

### **ARRIVING AT AND LEAVING THE CENTRE**

The Barnet Environment Centre is located in the Noah's Ark E-Centre. Please use the **Health and Safety Access Map** which shows the location of the entrances and other important health and safety features.

### **SAFETY SIGNS:**

Are there for your protection - please obey the signage and do not attempt to go beyond any enclosure barriers.

### **CLOTHING:**

Children should wear suitable footwear, preferably trainers or stout shoes. In wet weather please bring a waterproof coat with a hood or hat and wellington boots. Flip flops and sandals are not suitable footwear for the nature reserve for children or adults. For hot weather visits, hats and tops with sleeves are necessary.

### **FIRST AID:**

Please bring your own First Aid Kit and mobile phone as you will be out on site. Please ensure children have adequate sun protection and refillable water bottles in hot weather. Please bring any emergency medication for children with allergies or medical conditions. Please ensure that such medication is carried by an adult in the group the child is in. Please be advised that there is a risk of hay fever and sufferers should have the appropriate medication.

### **CENTRE BUILDING, GARDENS AND NATURE RESERVE:**

Please be aware that the floor inside the building is slippery when wet and running is not allowed in the building. Children should be properly supervised during lunch and should not be allowed to jump off the stairs and play in the flowerbeds. Running in the woodland is not permitted.

### **USING EQUIPMENT:**

Please ensure children follow safety advice when using the reserve's equipment.

### **LESSON PLANS & PRE-VISIT:**

If you would like a pre-site visit, please contact the Education Manager for an appointment. On the website you will be able to download a Programme Outline to help you plan your risk assessment, and guidance for your accompanying adults, please share this with them. If you need any further information on health and safety, please contact us at [info@fobec.org.uk](mailto:info@fobec.org.uk). Please be aware that although there is no public access to the site, occasionally allotment holders will walk along the West Path as well as children in Wheelchairs from Noah's Ark Childrens Hospice.

### **WILDLIFE AND HABITATS**

Please encourage the children to respect wildlife and the environment so that future wildlife and visitors can enjoy the reserve.

**REFUSE:** please note that the centre does not have refuse facilities for visiting schools. All refuse from children's packed lunches must be taken away with the visiting school at the end of the session.

### **NATURE RESERVE CODE**

1. Keep to the footpaths, so as not to disturb wildlife.
2. Do not run. There are uneven surfaces, brambles, thorny shrubs and nettles close to path edges.
3. Observe instructions and notices.
4. Take litter home or deposit it in the bins provided.
5. Keep noise to a minimum – wildlife is easily disturbed – the reserve is their home. Moving quietly will allow more opportunities to see wildlife.
6. Approach the ponds quietly. When pond dipping please kneel down and ensure you keep your bottom on your heels. This will prevent you from leaning out too far and falling in. The Centre will provide the pond dipping equipment.
7. Do not eat berries or fruit, they are food for wildlife.
8. Do not pick any flowers or vegetation.
9. Do not remove anything from the nature reserve; it might be some animal's home or food source. **'Take only memories and leave only footprints'.**
10. Wash hands at the end of activities and before eating a packed lunch.