



Learning Visit Information Pack

Hatfield Forest

We look forward to welcoming you to Hatfield Forest. To ensure you all have an enjoyable and safe time, please read this pack which contains information about your visit. If you have any queries about your visit please do not hesitate to contact Tina Carter, Learning Officer.

How to Contact Us

Address: The National Trust, Hatfield Forest Estate Office, Takeley, Bishop's Stortford, Herts., CM22 6NE

Telephone: Education Centre 01279 870447
Estate Office 01279 874043

Fax: 01279 874044

Email: hatfieldlearning@nationaltrust.org.uk, tina.carter@nationaltrust.org.uk

Booking Form

Please check the enclosed booking form to ensure the date, times, numbers etc are correct. When you arrive, please show your booking form at the entrance gate and then drive down to the Shell House car park where you will be met by the Learning Team.

Parking

If you are coming by coach, you can drive to the central car park after the gate opens at 10am. If you are educational group members, please show your card at the entrance kiosk. If you are coming by car or wish to park in the main entrance gate car park before the gate opens and walk down, you need to display your EGM card in a vehicle and have a note in each vehicle with the date and name of your school trip.

Payment

If you can bring a cheque on the day payable to 'The National Trust' for the amount indicated on the booking form, or per head of children if your numbers have changed. If your school are Educational Group Members, please ensure you bring your card on the day, in order to qualify for your discount. For those schools who are not members, I have included a leaflet about Educational Group Membership. We can invoice you after the trip, but this will have to come from head office and is a longer process, we do prefer payment by cheque.

There is no car parking charge for pre-booked, guided school visits. However, if you arrive outside gate opening hours, you will need to leave your EGM card and notes in your vehicles to avoid pay and display charges.

Food

The most important part of a school trip, if you're a child! Bring packed lunches, we do have a café, open every day in the summer season. We do ask you take all your rubbish home for recycling. If you want to pre-order any food from there you will need to call 01279 870579 and arrange separately. The cafe only takes payment by card or cash.

Insurance

Within this pack you will find a letter from Mr Ade Clarke, General Manager, regarding insurance requirements for your group. If after reading the letter, you have any queries regarding insurance, please contact Fiona Harrower or Tina Carter, using the contact details above.

Cancellation

If you cancel your visit with less than 4 weeks written notice you may be liable to pay 50% of the total cost of the visit as stated on the booking form. Cancellations made in writing with over 4 weeks' notice will not incur a charge. If you decide to cancel on the day of the booking due to extreme weather, no charge will be levied and we will try to re-arrange your date for you.

Safety Information for Formal Education Groups

The vast number of formal education visits to locations outside school take place without serious incident. However, it is sensible to take precautions to reduce any risks. This Safety Information Sheet is how we (*National Trust*) give you (*group organiser*) the information necessary for you to complete your risk assessment for your visit to a National Trust property. This document is **not** a risk assessment. **Remember it is your responsibility to produce a risk assessment.** You are welcome to make a free pre-visit to Hatfield Forest to help with this, please contact us in advance to book. Be aware that conditions at sites can change rapidly, so please remain alert to any increased risks during your visit.

Safety Statement

The National Trust endeavours to ensure that all practicable measures are taken to minimise risks to visitors. This includes formal education groups visiting properties and using our facilities.

In addition to a written Health and Safety Policy, we make full use of other existing health and safety arrangements (for example, the property audit) to identify hazards and assess risks to visitors to our historic buildings and countryside properties. Local decisions are made on appropriate precautions, taking into account the numbers of visitors, the type of visitor, the nature of the property and our conservation obligations. Each Education Activity has a specific risk assessment.

These precautions can include: elimination of the hazard; physical safeguards which prevent or discourage access to a hazard; managing visitor access; supervision of visitors; information by means of signs, leaflets and similar.

General Information

Child Protection and Criminal Records Checking

Our Working with Children and Young People Policy describes National Trust procedures for risk assessing and carrying out Criminal Records Checks for staff and volunteers in positions of

responsibility for under 18's and vulnerable adults. Our 'Safe & Sound' leaflet outlines best practice for working with these audiences. It is within our policy to report cases of suspected child protection incidents to the local authority Child Protection Team.

First Aid and Hygiene

There is a first aid kit located in the foyer, between the classroom and the Discovery Room. It is good practice to ensure you have a qualified first aider within your group and they carry their own first aid kit, along with specific medication for individuals.

The nearest hospital to this property is the Princess Alexandra Hospital, Hamstel Road, Harlow, CM20 1QX.

The nearest minor injuries unit is at the Herts and Essex Hospital, Haymeads Lane, Bishop's Stortford, CM23 5JH

For non-urgent medical advice, call NHS Direct on 0845 4647.

Hand washing facilities are provided and all group members must wash their hands after each activity. Please encourage good hygiene practices to help control health risks such as:

- Toxocariasis from contact with dog/cat faeces, which can cause blindness.
- Leptospirosis from contaminated water
- Psittacosis from birds
- Cryptosporidiosis from contact with human or animal faeces

Access Information and Medical Needs

Please contact us in advance of your visit if any group member has a specific medical condition we should be aware of. This will enable us to plan how to integrate them fully in any activities and consider emergency arrangements should they be required. Please ensure that suitable arrangements are made regarding extra assistance or supervision during a visit.

The majority of activities take place on reasonably level, grassy or leafy ground. Hatfield Forest can be muddy at all times of the year.

Maximum Group Size / Supervision Requirements

Please remember you are responsible for the members of your group at all times during your visit. Be aware the property is likely to be open to the public during your visit.

The **minimum** adult : pupil ratios for formal education visits to Hatfield Forest are:

- 1:6 for primary school children under 8 years old
- 1:8 for primary school children over 9 years old
- 1:10 for secondary school students

Additional adult supervision may be required for certain activities. If you have chosen an activity which requires a greater level of supervision than the ratios above, you will be advised of this at the time of booking. You will also be made aware of the maximum group size at the time of booking.

Please note that when calculating ratios, National Trust staff and volunteers do not count towards the total number of adults supervising the group.

Visitor Conduct

Please ensure that your group observes the Countryside Code and follows any instructions given by your National Trust leader. (<http://countrysidecode.org.uk>). It is a good practice for group leaders not to leave pupils unsupervised at any time. Students are at risk of getting lost if they stray from organised parties. On the day of your visit, make sure you have a complete, up to date list of adults and students in your party.

The National Trust or its representatives will at no time be in loco parentis. Visiting group leaders remain, at all times, responsible for the safety and discipline of adults and children in their group. Leaders of school groups will be expected to adhere to their LEA's regulations and guidelines for visits.

Harmful / Poisonous Plants, Fungi and Insects

During your visit there may be some potentially harmful plants growing at the property. Please advise group members that berries, plants and fungi should not be picked or eaten. Whilst poisoning through eating plants is very unusual, skin irritation and allergic reactions to certain plants can arise. There are many insects at this property, including bees and wasps.

For further Information on potentially harmful plants, see the following link to the Royal Horticultural Society web site:

http://www.rhs.org.uk/research/horticultural_themes/hazardous_list.asp

Weather Conditions and What to Bring

Please ensure group members are dressed appropriately for their visit. This should include waterproof clothing if there is potential for rain, Wellington boots if the ground is wet, warm clothing in the cold, and clothing to keep the skin covered in hot and sunny conditions. Please remember to encourage the use of sun screen when appropriate. If the ground conditions are muddy, you should consider bringing an extra pair of clean shoes to wear on the coach. In hot weather, please advise students to bring a plentiful supply of drinks in re-sealable bottles.

Activities at Hatfield Forest go on come rain or shine, so please ensure everybody is dressed appropriately to make sure everyone has an enjoyable visit. We are outside all day and have only a limited amount of indoor shelter for one class or group.

If you decide to cancel because of adverse weather, extreme rain or flooding, we will try to re-schedule your visit. In some adverse weather conditions, in particular high winds, Hatfield Forest staff may decide it is inadvisable for your visit to take place. We will endeavour to inform you of this decision as early as possible and will try to make alternative arrangements for another visit.

Livestock and Wildlife

There are grazing cattle in open season at Hatfield Forest. The majority of activities take place in areas where there are no cattle. All group members should avoid going near a mother and calf. Calves may look cute but their mothers may see you as a threat.

Wildlife normally poses a very low risk to visitors. However, please do not feed any animals or birds. In some cases, this causes the animals to begin to associate members of the public as a potential source of food.

Trees and Woodland

Hatfield Forest has a spectacular collection of large and mature trees. Some trees are known for their unpredictable habit of dropping apparently healthy branches at any time of year and under any weather conditions. To minimise risks, please follow all safety instructions given by a National Trust member of staff on your visit.

Key Facts about Hatfield Forest

You may want to share these with your class before your visit.

- Hatfield Forest was declared a Medieval Royal Hunting Forest in 1100AD by King Henry 1st.
- King Henry 1st introduced fallow deer and rabbits.
- The oldest trees in the Forest are over 1000 years old.
- Hatfield Forest was donated to The National Trust in 1924, who now look after it for everyone.
- William the Conqueror mentioned the Forest in his Domesday Book in 1086.
- The Shell House is a picnic room built in 1759, for the Houblon Family who owned the Forest at the time.
- The name HATFIELD originates from the Anglo Saxon 'Hoep-Feld'. Hoep meaning heathland and Feld, meaning not field but open space in sight of woodland.
- There are Pudding stones by the Shell House, which date back to the Ice Age.
- The Oak tree opposite the café is 35 metres high. This is one of the largest oak trees in the country.
- There are at least 62 different species of trees on the Forest.
- You can find almost 550 different species of beetle on the Forest.
- There are 424 different plant species on the Forest.
- Every large tree in Hatfield Forest is plotted on a map.
- Why not check out our website at www.nationaltrust.org.uk or download the Hatfield Forest app on to smart phones



Hatfield Forest Estate Office, Takeley, Bishop's Stortford, Herts., CM22 6NE
Telephone 01279 870678 · Website www.nationaltrust.org.uk

Dear

Re: Proposed Visit of

to Hatfield Forest on

I am delighted to hear about your group's forthcoming visit. The National Trust very much values and encourages the involvement of children and young people in its work and activities. As an organisation committed to promoting their well-being and enjoyment, we have introduced a detailed policy and good practice code on the subject. I hope your visit will be an enjoyable and rewarding experience for all.

The Trust tries to make its properties as safe as it can. However, please remember that ultimate responsibility for the conduct, safety and welfare of the young people in your group while you are on Trust property will remain with you and your fellow carers. Please do take all appropriate precautions to make sure that the members of your party are appropriately supervised and safe at all times.

Just in case there is an incident, The National Trust has insurance in place to cover its own legal liabilities up to an indemnity limit of £125,000,000.

I am sure you will understand that if something that your group does causes loss or damage, we would need you to compensate us for that. Please sign and return to me the attached 'Under 18 group indemnity and confirmation form' at least 14 days before your visit to confirm that you understand and accept this. The easiest way to return your form is to fax it to us on 01279 874044.

To avoid misunderstandings, we do need to know before the visit that your group has such 'public liability' insurance to a level of at least £5,000,000. If your group is a school party then - unless you know you have separate insurance - I suggest you check with the Local Education Authority to see whether you are covered by the LEA's block insurance policy. If you are, then all you need do is to write that on the 'Indemnity and Confirmation Form' (there is no need to return the 'Evidence of Insurance Form').

If you are not covered by an LEA block insurance policy, please immediately pass on to your insurer the enclosed 'Under 18 group evidence of public liability insurance form' and ask them to complete it and return it to myself.

I hope you have a safe and enjoyable visit, and we look forward to seeing you.

Yours sincerely

Ade Clarke
General Manager for Essex, Beds and Herts Portfolio



National Trust

UNDER 18 GROUP INDEMNITY AND CONFIRMATION FORM

To: The Property Manager

THE PROPERTY: Hatfield Forest

THE GROUP:

DATE OF VISIT:

On behalf of the Group, and in return for your allowing us to visit the Property, we:

1. indemnify the National Trust against any claim which may be brought against the National Trust arising from or related to the Group's visit to the Property. This indemnity applies only to the extent that the events giving rise to the claim are wholly or partly the result of an action or omission by a member of the Group or someone accompanying the Group at the Group's request. 'Claim' includes claims, actions, proceedings, costs, expenses and demands; and
2. We confirm that we have filled in the Under 18 Group Evidence of Public Liability Insurance Form **OR** the Group is covered by the Local Education Authority's block public liability insurance policy*.
[Please delete as appropriate]*

Signed

For and on behalf of the Group

Date

Please email to tina.carter@nationaltrust.org.uk

Or Post to: The National Trust,
 Hatfield Forest Estate Office,
 Takeley,
 Bishop's Stortford,
 Herts.,



**UNDER 18 GROUP EVIDENCE OF PUBLIC LIABILITY
INSURANCE FORM**

Please pass this questionnaire to your insurance broker/agent or insurance company for completion.

1. Name of group:

Type of activity:

2.

	Name of insurer	Policy number	Indemnity limit	Expiry date	Indemnity to principals
Details of public liability insurance			*		YES/NO

* Minimum £5,000,000

3. Are there any special terms or conditions applying to the above policy (eg excess etc)?
.....YES/NO

If YES please give details:

.....
.....

4. Information supplied by:

NAME (BLOCK CAPITALS):

Signature:

Organisation:.....