

## **Great Western Society Education Team**

### **School Visit Information**

Didcot Railway Centre is an industrial railway centre that dates before the 1930's and is now preserved as a working museum. The centre has a thriving Education Department which can deliver high quality experiences to school groups of all ages.

The centre is accessed through Didcot Parkway Rail Station with one flight of stairs and to ensure your visit goes as smoothly as possible please read the following information and discuss it with the students and adults prior to your visit.

All visits involve outdoor walking and parts of the Railway Centre can be very cold and or wet at varying times during the year but we cannot stress highly enough you consider the weather conditions before-hand as everyone should wear suitable warm clothing and appropriate shoes and we would be grateful if you would please ensure you let parents know.

#### **Supervision of children.**

The behaviour of the children remains at all times the responsibility of the teachers and accompanying adults, and not Railway Centre personnel.

Please bear in mind that other visitors or schools may be at the centre during your visit.

There are areas within the centre where particular care needs to be taken and the Railway centre requires that all Educational groups are supervised at all times. Please be prepared to divide your pupils into small groups of roughly equal sizes prior to your visit, a suggested size of between 10 and 15 pupils with the following adult supervision:-

A minimum ratio of adults to children

Nursery and Pre-school = 1 adult per 4 children

Keystage 1 = 1 adult per 6 children

Keystage 2 = 1 adult per 8 children

Keystage 3 and above = 1 adult per 10 children.

The adults should remain with their group at all times and it is advisable for a member of the visiting staff to be first aid trained and in possession of emergency contact & medical details for each child.

*We will advise on group sizing in more detail when we know the size of your group but we would be grateful if you could have two adults per group as we will need to split the groups in half in several locations. – Please let us know if this is a problem for you.*

### **On Arrival**

Our Education Team Guides will meet your train on the platform or the coach drop off area located immediately outside Didcot Parkway Rail Station and will remain with you throughout the visit apart from a break for lunch.

Before the day begins a short welcome talk including a safety briefing will be given.

### **Preliminary Visits.**

We recommend the lead teacher(s) arranging a pre-visit in order to consider safety and maximise student learning. This can be organised via the Didcot Railway Centre Office.

### **Duration times.**

Our programmes normally operate between 10am and 2pm to fit in with school hours and to allow some travelling time at either end of the visit however please let us know if your requirements are outside of these hours as we are very flexible.

### **Prices.**

Our costs are low as we are all volunteers and every penny we earn from schools will be reinvested in **Educational** areas of the centre at the discretion of the Education Manager and the Education Team.

Using a Steam Engine £10.00 – Using a Diesel Engine £7.50 – No train £6.00

Costs are per pupil with NO charge for accompanying adults or any additional charges.

Hot drinks may be purchased in our restaurant at lunch time.

### **Evaluation.**

Evaluation is extremely important to us and so we would be very grateful if you could return the form that will be emailed to you as soon as practicable after the day.

### **Coach Parking.**

The coach drop off / pickup point is immediately outside Didcot Parkway railway station. Coaches can be parked **FREE** of Charge within a few minutes' walk but if you have School mini buses we may be able to provide passes for the station short term car park.

### **Please let us know if either of these scenarios occur**

Coach drivers are welcome to join us in the Railway Centre but please let us know.

### **To further contact us.**

We very much hope you will enjoy your visit with us but if you require further help or information please contact one of the following people;

**To contact us urgently please telephone:- 01235 817200**

**For further information on the above or anything else please contact:-**

**Mike Hurst -**

[education@didcotrailwaycentre.org.uk](mailto:education@didcotrailwaycentre.org.uk)

## **Education Teams subjects**

- 1./ World War II and City centre Evacuations**
- 2./ Travel and Transport / Coming of the Railways including the Victorian era**
- 3/ The Power of Steam and for the younger children A Trip to the Seaside.**
- 4/ Engineering days for senior pupils.**

### **1/ The WWII programme.**

Evacuation will take place on board a steam train with an on board Evacuation Officer

A presentation in our 'Carriage classroom'

Nb -- Please coax your adults to also join in after evacuation.

Survive an Air Raid in our real authentic Air Raid Shelter built for the Engine shed workers in 1939.

WWII Artefacts including rationing

See how a steam engine works

### **2/ The Coming of the Railways / Travel and Transport**

Brunel, FireFly and the Broad Gauge Railway

How the Navvies built the railway

A presentation in our 'Carriage classroom'

Signalling / Railway Police

How a steam engine works and how to drive one

View our historic carriages and wagons. (Subject to availability)

**This can also include the incredible changes during Queen Victoria's reign**

Please let us know your exact requirements.

**These programmes are set modules completed in either 15 or 30 minute time slots however we will always adapt one of the above programmes or even create a new one if you have special requirements so please let us know as soon as possible. There is no price difference to create something especially for your group.**

**We also operate a number of other programmes some for the very young and some for senior schools please let us know.**

## **Great Western Society**

### **Safety Procedure for Education Visits – Didcot Railway Centre**

The Railway Centre provides an interesting and enjoyable education facility for school groups – Good preparation and close supervision at all times must be applied to ensure the visit is safe and enjoyable.

The procedure is based on the Society's Health and Safety Policy and the control measure set out in the risk assessments made of the areas of the Centre that will be used by education groups of young people up to 16 years of age.

Before the tour begins the effect of the current weather conditions will be assessed and, if necessary changes made to the programme.

A welcome introduction including a safety briefing will be made.

This is particularly important when there are moving trains and engines in steam.

When moving round the centre additional warnings will be made at times particularly near the turntable, traverser and steps in the Carriage and Engine sheds.

During the tour pre-planned safe routes will be used:

only formal paths, crossings and platforms and areas near open inspection pits will be supervised together with work areas and places with hazardous materials will be avoided.

Where particular 'control measures' from risk assessments apply:

Footplates will only be visited where safe steps and barriers are in place, and the lighting is good.

Where there are moving trains and locomotives in public areas:

Children will be prepared and supervised for the hazards and a loco crew member Will walk alongside to ensure a safe environment is maintained.

#### **Health and Safety.**

The Great Western Society has a risk assessment document (See page 5 below).

#### **For further information on the above or anything else please contact:-**

Mike Hurst

[education@didcotrailwaycentre.org.uk](mailto:education@didcotrailwaycentre.org.uk)

**If you need to speak with someone urgently at the Centre please telephone:- 01235 817200**

## GREAT WESTERN SOCIETY- Education Team - RISK ASSESSMENT

Hazards	Who is at risk	Severity	Likelihood	Risk	Risk reduction measures
Stationary Rolling stock within centre	Staff, visitors, volunteers	1	2	2	Raise awareness of prescribed pathways, steps and routes.
Moving Rolling stock within centre	Staff, visitors, volunteers	3	3	9	As above for stationary rolling stock, but include maintaining safe distance and heightened supervision.
Tripping, falling, colliding	Staff, visitors, volunteers	2	3	6	Raise awareness of prescribed pathways steps and routes. Safety briefing for visitors on arrival
Adverse weather conditions	Staff, visitors, volunteers	1	2	2	Preventative measures, eg path clearing, dealing with ice patches
Unpredictable visitor behaviour	Staff, visitors, volunteers	1	2	2	Initial safety talk and discussion with visitor leader
Fire within any building on site	Staff, visitors, volunteers	2	1	2	Follow evacuation plan for building, and staff instruction.
Oil, grease, tools and other loose items	Staff, visitors, volunteers	2	2	4	Raise awareness and reporting of hazards
Falling into Inspection pits, (inc traverser, turntable.)	Staff, visitors, volunteers	3	2	6	Initial safety talk and raised awareness in high risk areas
Moveable wooden steps	Staff, visitors, volunteers	2	2	4	Safety reminder before use
Catering area	Staff, visitors, volunteers	2	1	2	If used in inclement weather, raised awareness of, eg, hot water
Visiting locomotive cab	Staff, visitors, volunteers	2	1	2	Restrict visitor numbers, as appropriate, raise awareness of safety measures for activities at height.
Accident management and emergency procedures	Staff, visitors, volunteers	3	1	3	Awareness of guidelines for dealing with accidents and emergencies, including location of First Aid, fire extinguishers and telephones
Rides in coaches/railcar	Staff, visitors, volunteers	2	1	2	Safety briefing before use
Understanding of hazards	Staff and volunteers	2	3	6	Comprehensive Induction including emphasis on risk assessment
Missing opportunities to minimise risks by not reporting incidents and sharing outcomes	Staff and volunteers	1	1	1	Report ALL incidents to Education Manager and feature outcomes as part of the agenda for meetings
Reviewed by Helen A Prior Education Manager	Reviewed 29 <sup>th</sup> January 2018				Next review 01 <sup>st</sup> January 2020

**29<sup>th</sup> January 2018**

