



SOUTH DOWNS  
NATIONAL PARK

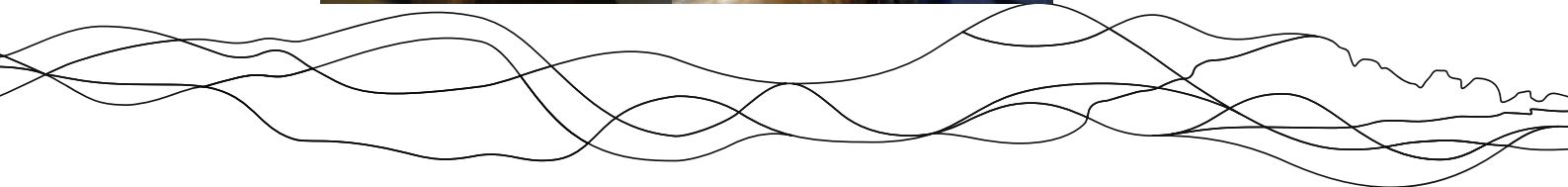


# Visit by Rail

## Amberley Museum

### Educational Visit Plan

#### KSI - Then and Now





**Contents**

Visit Introduction..... 3

Visit Information ..... 4

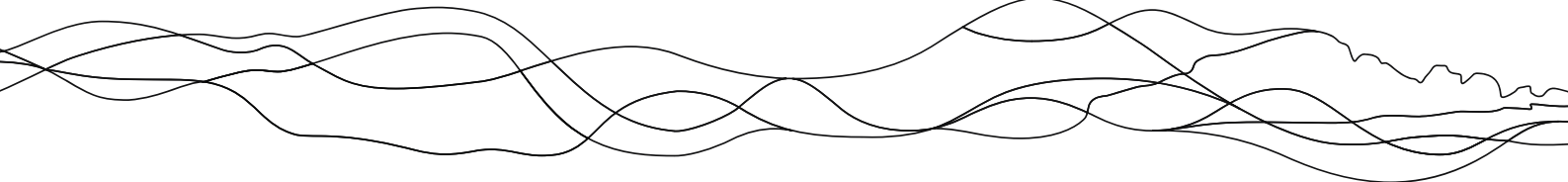
Itinerary ..... 5

Booking ..... 6

Travel Plan ..... 7

Risk Management Plan..... 9

Risk Assessment ..... 10





## **Visit Introduction**

This Education Visit Plan (EVP) has been developed to encourage schools to access the South Downs National Park and its outdoor learning opportunities using sustainable transport in the form of rail travel.

Amberley Museum & Heritage Centre is set in a 36-acre site in the South Downs National Park and is dedicated to the industrial heritage of the South East. It is situated right next to Amberley station so it is ideally located for visiting by train.

Exhibits include a narrow-gauge railway and bus service (both provide free nostalgic travel around the site), a Connected Earth Telecommunications Hall, the Milne Electricity Hall, a Printing Workshop and much more. The Museum is also home to traditional craftspeople, such as the blacksmith and potter.

The wide range of exhibits at the Museum reflect the changes that have taken place in everyday life from the Industrial Revolution onwards. The collections, which include historic buildings and transport machines, have a particular emphasis on History, Science, Technology and Engineering.

The Museum site is unique. With over 40 buildings situated within a chalk quarry ecosystem it offers students a rich and varied environment to explore. Many of the exhibits have a strong 'hands-on' elements or are 'live', enabling visitors to experience themes, concepts and technologies first hand.

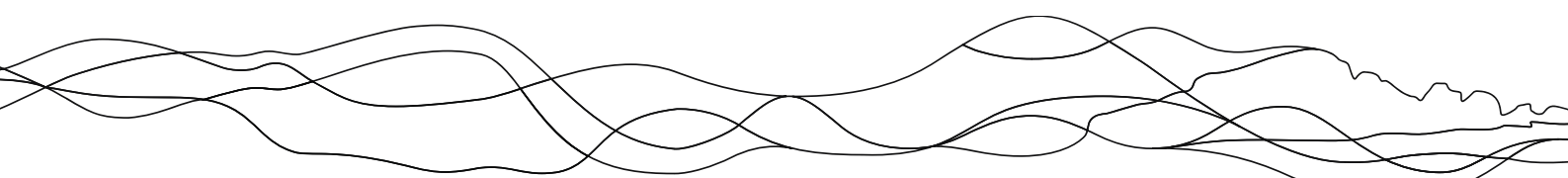
Amberley Museum staff understand that all groups and learners are different and they take care to adapt their service to meet your needs. Amberley is popular with a wide range of students including those with special needs, home educator groups, out of school learners, early years' groups and family centres. Please contact the Education Officer who will be happy to discuss any special requirements you may have.

Though the majority of trip organisers like to include a talk, workshop or demonstration as part of the day, we also welcome teacher led visits

Oak Class (Years 1 & 2) from Fittleworth School had planned a visit to Amberley Museum for their topic 'Then and Now'. They kindly agreed to participate in the 'Visit by Rail' project so that we could create this Educational Visit Plan and we are very grateful for their support.

For the visit the pupils met at Pulborough Station instead of being taken to school so this made the logistics of the travel much easier. 32 children and 8 adults made the journey by train from Pulborough to Amberley, which only takes 6 minutes. The Education Team from the Museum met the children at the entrance and they were taken to a barn which was set aside for the school to use all day. The children could leave their bags and lunch boxes, and have their snacks. There were activities in the barn so the children were occupied even during 'down time'.

The visit was then co-ordinated by the Museum staff and the children were very lucky to have an open-top bus tour added in, as well as the steam train ride.



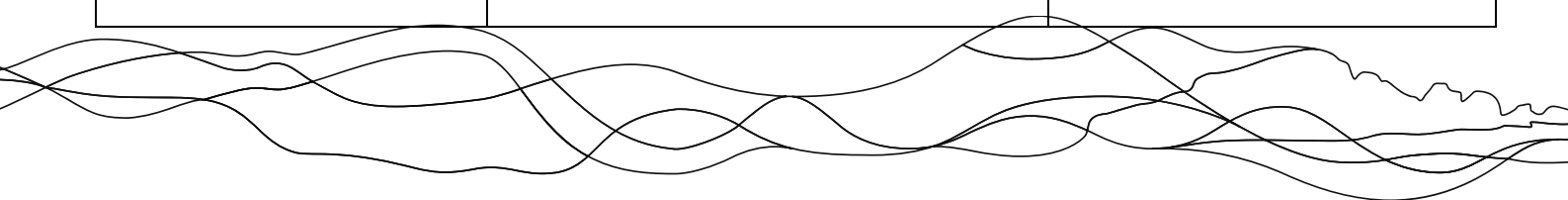


## Visit Information

### Lesson Plan

**Aim: To show the pupils how people used to live using hands on experience**

National Curriculum links: History		
Learning objectives	Session structure	Assessment for learning
<p>By the end of the session pupils will be able to:</p> <ul style="list-style-type: none"> <li>Recognise changes within living memory and how these can reveal aspects of change in national life</li> <li>develop an awareness of the past, using common words and phrases relating to the passing of time</li> <li>identify similarities and differences between ways of life in different periods</li> <li>use a wide vocabulary of everyday historical terms</li> <li>understand some of the ways in which we find out about the past and identify different ways in which it is represented</li> </ul>	<p><b>Introduction</b> The class have an introduction including an outline of the day and activities.</p> <p><b>Session Activities</b>  <b>Domestic Detectives</b> Explore domestic life of the past by solving riddles to find artefacts in the domestic displays.</p> <p><b>Telegraph to Telephone</b> Discover the history of communication in this interactive workshop with the chance to make calls and operate a switchboard.</p> <p><b>Electricity Demonstration</b> See the different types of electricity that can be produced.</p> <p><b>Train Ride</b> A trip around the Museum site on a steam train.</p> <p><b>Open-top bus ride</b> Get your ticket to ride and enjoy the sites of the Museum from the top of a bus.</p> <p><b>Plenary options</b> Free time to wander around and explore the Museum in small groups.</p>	<p>We will re-visit the learning objectives and students will be encouraged to reflect on their learning and enjoyment of the day.</p> <p>Students will be given the opportunity to give feedback in a variety of ways.</p>
<b>Before your visit</b>	<b>After your visit</b>	<b>Key vocabulary</b>
Consider Health & safety procedures for outdoor learning.		

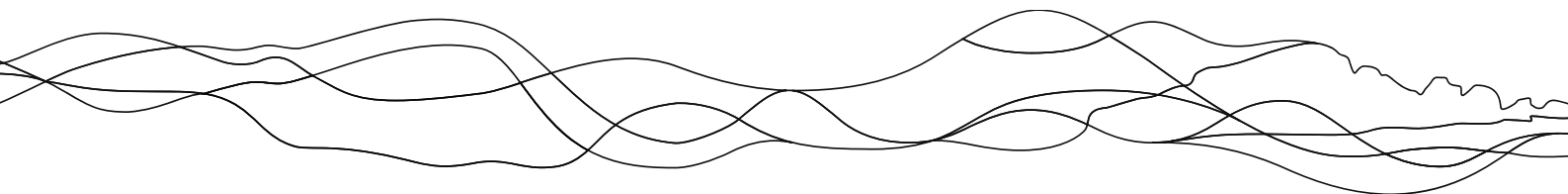




## Itinerary

The following timings have been put together for this specific visit. For your own visit you will need to determine your own visit train times and workshop details, and replace the ones in the table below. You may also have to factor in the walk from the school to the station.

Itinerary		
Time	Activity	Emergency Action
09.00	Meet at Pulborough station	Inform Group Leader of issues
09.20	Leave Pulborough station	Inform Group Leader of issues
09.26	Arrive at Amberley station	Inform Group Leader of issues
10.00	Museum staff meet school at entrance	Inform Group Leader of issues
10.15	Session 1 Domestic Detectives	Inform Group Leader of issues
10.45	Session 2 Telegraph to Telephone	Inform Group Leader of issues
11.15	Session 3 Electricity display	Inform Group Leader of issues
11.45	Steam train ride	Inform Group Leader of issues
12.15	Lunch	Inform Group Leader of issues
12.45	Open-top bus ride	Inform Group Leader of issues
13.15	Free time to explore the Museum site	Inform Group Leader of issues
14.00	Groups reconvene to leave for the train station	Inform Group Leader of issues
14.17	Train leaves Amberley station	Inform Group Leader of issues
14.23	Arrive back at Pulborough station	Inform Group Leader of issues







## Booking

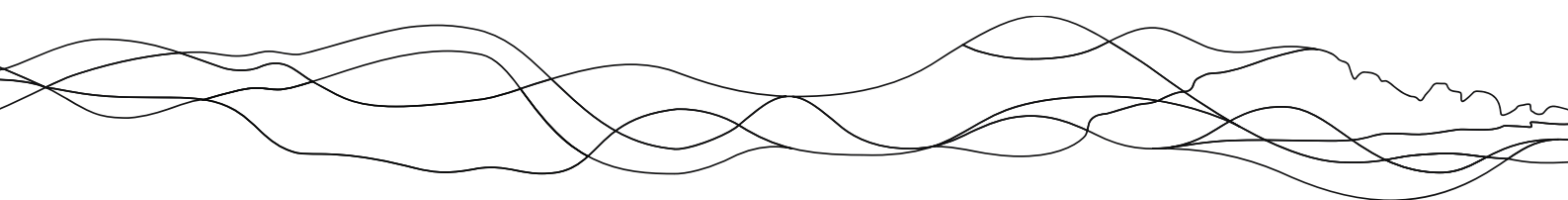
All bookings must be made directly by the Group Leader with the organisation listed; please follow the booking instructions carefully. Terms and conditions for each service provider are as stated by each organisation; please ask them for more details if required.

Learning Provider Information			
<b>Organisation Name</b>	Amberley Museum and Heritage Centre		
<b>Opening times</b>	Wednesday – Sunday inclusive 10.00 – 17.00 February - October		
<b>Contact Name</b>	Debbie Nicolls Education Officer		
<b>Telephone</b>	01798 831370	<b>Address</b>	Station Road Amberley Near Arundel West Sussex
<b>Email</b>	education@amberleymuseum.co.uk		
<b>Website</b>	www.amberleymuseum.co.uk	<b>Postcode</b>	BN18 9LT
<b>Cost</b>	<p><b>Entry</b>            Children £4.70 (4-15 inclusive)            Students £8.00 (16+)            Adults £9.00            KSI 1 adult per 5 children free            KS2 1 adult per 10 children free            All adults accompanying SEN groups or individuals enter free</p> <p><b>Additional Costs</b>            45-60 minute workshops (up to 30 children) £30            Clay workshop (per head) £2.70            Talks (up to 30 children) £20 - £30            Loan boxes £20 per fortnight plus £20 deposit, refunded on return of loan box</p>		
<b>Cancellation policy</b>	Please contact the Museum to find out more office@amberleymuseum.co.uk		

To make a booking contact the Education Department and they will send you a form to fill out and return.

We welcome 'pre-visits' from teachers and educators who wish to view the site before making a booking, or for those who have booked and are carrying out a risk assessment.

We can provide sheltered lunch spaces for schools; just let us know when booking. Our gift shop is well stocked for children but does have limited space, therefore let us know when booking if you would like to visit the shop and we will assign you timed slots.



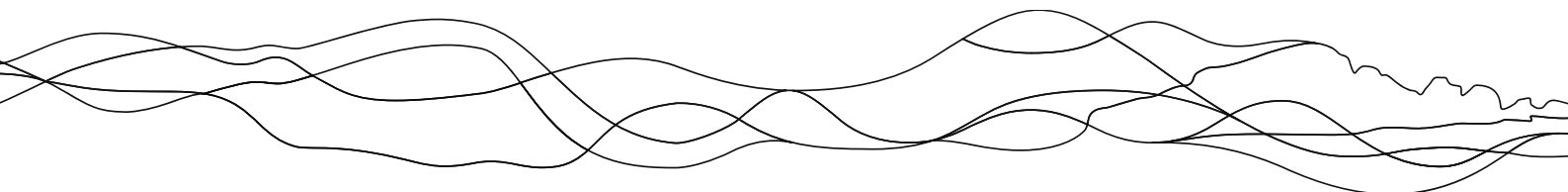


## Travel Plan

This travel plan is a generic risk assessment aimed at facilitating risk assessment of a specific visit by rail prior to use with a group. Use it to form the actual risk assessment and **embolden the appropriate text** once complete.

Sussex CRP School Train Travel - Risk Assessment							
Location: Stations and trains				Date: 1.10.15			
Task or Activity: Travel by train from <b>Pulborough station</b>				To: <b>Amberley station</b>			
Persons covered by this assessment: All pupils and staff							
Hazard:	Risks(s)	Persons who may be harmed	Existing Control Measures	Ranking with existing controls (L / S / R)	Additional Control Measures	Ranking with additional Controls (L / S / R)	Responsibility & Timescale
Walking to and from the station	Road traffic accident  Falls & trips	All named above.	Walking in pairs with teachers.	1 / 5 / 5		1 / 5 / 5	Teachers for all of trip.
<b>At the station</b>	<b>Trips and falls</b> <b>Platform edge</b> <b>Members of the public</b>	<b>All named above.</b>	<b>Safety briefing given to each pupil.</b> <b>Teachers to be with pupils at all times.</b> <b>Everyone to keep back from platform edges.</b>	<b>1/5/5</b>	<b>Children to be in small groups with a designated adult.</b> <b>No running.</b> <b>No mobile phones to be used.</b>	<b>1/5/5</b>	<b>Safety Briefing by teachers.</b> <b>Teachers to ensure for all of visit.</b>
<b>Travel by Train</b>	<b>Accident</b>	<b>All named above.</b>	<b>Safety briefing given to each pupil.</b> <b>Everyone to keep back from platform edges.</b> <b>Pupils to be seated at all times on train.</b> <b>Each group to be with designated adult in one carriage.</b>	<b>1 / 5 / 5</b>		<b>1 / 5 / 5</b>	<b>Safety Briefing by teachers to pupils.</b> <b>Teachers to ensure pupils are seated.</b>
<b>Adverse weather</b>	<b>Falls &amp; trips</b>	<b>All named above.</b>	<b>Bad weather plan</b>	<b>2 / 3 / 6</b>	<b>No trip is to be undertaken if the weather is really bad.</b>	<b>1 / 1 / 1</b>	<b>Safety Briefing by teachers to pupils</b>

Level of risk (R) is Likelihood (L) multiplied by Severity (S) and will be a number between 1 and 25. The grid below shows that 16 - 25 can be regarded as high risk, 9 - 15 as medium risk, and 1 - 8 as low risk.



		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood	Severity
1 Nearly impossible	1 No injury
2 Possible under unfortunate circumstances	2 Minor injury requiring no more than first aid
3 Possible under normal circumstances	3 Minor injury requiring attendance at hospital or doctor's surgery
4 Probable	4 Major injury
5 Inevitable	5 Fatal

### Ticket Information

To find out how much it will cost for your visit you can follow the link and complete the Group Travel Booking Form. The information will then be emailed to you directly.

[www.southernrailway.com/tickets-and-fares/railcards-and-discounts/group-travel-booking-form](http://www.southernrailway.com/tickets-and-fares/railcards-and-discounts/group-travel-booking-form)

There are restrictions on some tickets so you need to check the train times to see if they are outside the restrictions

### Train Information

National Rail Enquiries is an excellent website that gives you live information about trains, tells you the next train you can take, the fastest train and helps you to plan your journey. There is also an 'app' which is very useful if you have a Smart phone.



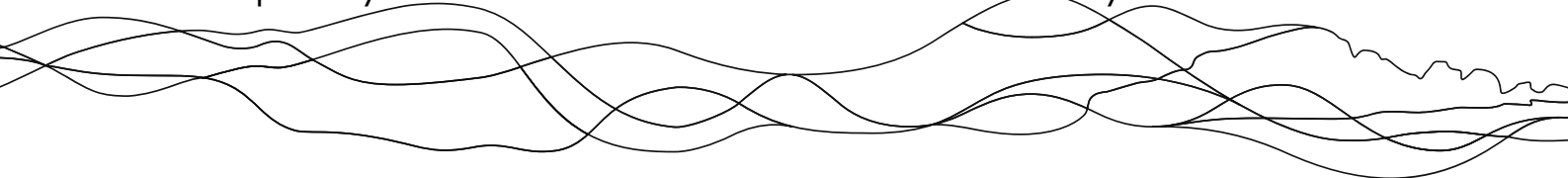
### Hints & tips

Let all of the passengers getting off the train go first, then get a seat as quickly as possible once you are in the carriage. Get pupils to sit in next to the windows so that other passengers can sit down more easily.

Most stations and trains have toilets but this is not always the case so make sure that you make your students are aware of this before you travel. Where stations have toilet facilities the opening times will vary depending on the station.

GroupSave from Southern Railway, offers a 34% discount on the adult fare for between 3 and 9 people when travelling together.

Also on Southern Railway up to four children aged 5 to 15 years may travel Off-Peak for only £2 each when accompanied by an adult with a valid ticket and under 5's travel absolutely free.







## **Risk Management Plan**

Each educational session or event requires an appropriate safety briefing. It is based on the risk assessment and forms the Risk Management Plan.

**Pre-visit Briefing** – delivered by the Group Leader prior to the visit to prepare the participants

This is a reminder of the key points to cover:

### **General**

Emergency plan  
Suitable attire and footwear  
Weather appropriate protection  
Emergency equipment, first aid (are permission slips needed for emergency medication?)  
Food and toilets  
How accompanying/supporting adults will be deployed  
Expectations  
No headphones  
Mobile phones kept in pockets or bags  
Adults to have contact numbers for other adults on the visit

### **Walk**

Footpaths  
Traffic

### **Activities**

Specific activity hazards

**On Site Briefing** – delivered by the Education Team / school staff on the day.

Outline of the day and emergency actions.

A member of the Education Team will be with the group all day, any problems should be brought up as soon as possible to allow for us to seek solutions.

All of the site will have members of the public around and the group is expected to be courteous and polite.

Lost child procedure; children to be told to go to office.

Radio contact for staff and volunteers at the Museum.

## **Group leader responsibilities**

In loco parentis shall remain the duty of school/youth group staff at all times during the visit. Discipline & conduct of educational groups will be the responsibility of the person in charge of the group, as will the responsibility for pastoral care. Officers who regularly come into contact with young people and vulnerable adults as a main aspect of their role have been vetted via the DBS service.

***Details of the Amberley Museum Child Protection statements are available on request.***

Due to the nature of the environment it is essential that groups display appropriate behaviour at all times and it is within the discretion of the Amberley Museum Education Team to curtail the visit should poor behaviour prove hazardous to the individual, group or staff.

It is the responsibility of the Group Leader to ensure that the correct Local Authority supervision ratios are maintained by the school staff, and that the Local Authority is notified of the educational visit as appropriate. **Learning Provider staff will be in addition to the minimum supervision ratios.**

***It is recommended that you take out insurance to cover risks of accident, illness, loss of personal belongings or cancellation.***



## Risk Assessment

This generic risk assessment is a pick list aimed at facilitating risk assessment of a specific site prior to use with a group. Use it to form the actual risk assessment and **embolden the text** once complete.

Please add activity related risk assessment. It is the responsibility of Group Leaders to familiarise themselves with all risk assessments associated with the visit and update them accordingly.

Prior to the group arriving, the Education Team should carry out a daily site check to identify/minimise risks and inform safety briefing. A risk management plan must be completed based on the finalised risk assessment.

Hazard and Associated Risk	Initial Risk	People at Risk	Existing Ways of Reducing Risk	Measures to be taken, and by whom	PPE	COSHH	Risk Outcome
<b>Open site and exposure to the elements leading to cold injury</b>	<b>Medium</b>	<b>Group</b>	<b>Suitable clothing needs to be worn for the weather conditions</b>	<b>Group Leader to inform group of the expected dress code for the expected weather conditions.</b>			<b>Low</b>
<b>Uneven ground resulting in slips, trips or falls, causing injury</b> or contact with cow pats.	<b>Medium</b>	<b>Group</b>	<b>Suitable footwear to be worn throughout the event. Keep to the designated footpath. Single file walking where appropriate.</b>	<b>Education Team to assess site prior to group visit and identify significant hazards to the group during initial briefing.</b>	<b>Sturdy shoes</b>		<b>Low</b>
Narrow pavements/no pavements resulting in slips, trips or falls into the road	High	Group	Single file walking where appropriate. Use pedestrian crossing	Group Leader to warn group of hazards when walking.			Low
General contact with vegetation resulting in minor injuries, scratches or allergic reactions.	Medium	Group	Site management to minimise risk. Schedule of work arranged to address issues. Keep to the designated footpath.	Education Team to assess site prior to group visit and identify significant hazards to the group during initial briefing. Group Leader to be aware of allergies in the group and have a suitable emergency plan.			Low
Steep drops, faces and slopes leading to falls and crush injuries.	High	Group	Appropriate barriers installed to minimise risk.	Education Team to make visiting groups aware of specific hazards. Education team to carry out daily site check prior to group arriving.			Low
Flowing river, deep water leading to drowning, health hazard or cold injury.	Medium	Group	Group educated in emergency procedures. Keep to the designated footpath. Single file walking where appropriate.	Education Team to identify boundaries and provide appropriate supervision where water approached	Throw rope or ring where appropriate		Low
<b>Contact with insects resulting in bites and stings</b>	<b>Medium</b>	<b>Group</b>	<b>Long trousers and tops advised where insects are identified as a problem.</b>	<b>Group Leader to consider the use of insect repellent and be aware of any allergies in the group. Avoid known tick areas in high season.</b>	<b>Long trousers and tops where appropriate</b>	<b>Insect repellent</b>	<b>Low</b>
Contact with animals/livestock resulting in injury	Low	Group	Group members prepared with a code of behaviour when near animals. Education Team will be present to reduce risk of contact with livestock.	Education Team to remind group what to do in the event of contact with animals. Education Team to liaise with handler of straying animals. Education Team to identify no-go areas where disturbance to animals is identified.			Low
<b>Contact with members of the public resulting in abduction or abuse.</b>	<b>Low</b>	<b>Group</b>	<b>Group members prepared with a code of behaviour when near strangers.</b>	<b>Group Leader to remind group what to do in the event of inappropriate contact with strangers. Group members to advise Group Leader of suspicious activity asap.</b>			<b>Low</b>