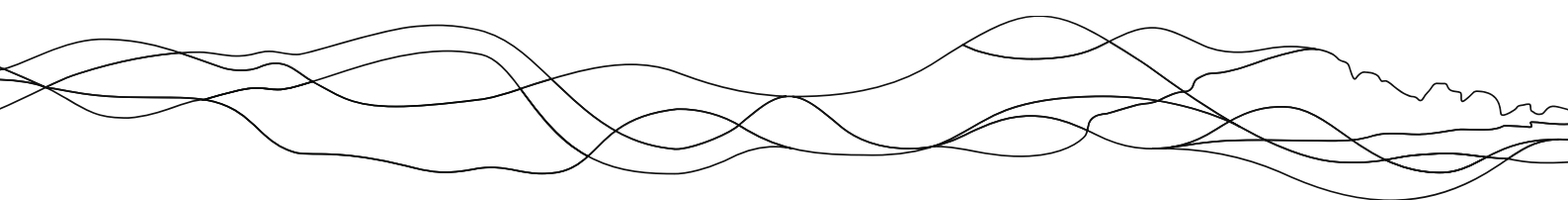




SOUTH DOWNS  
NATIONAL PARK



**Lewes Castle**  
**Educational Visit Plan**  
**KS2: Pre-History**





**Contents**

Visit Introduction.....3

Visit Information .....4

Glossary? ..... **Error! Bookmark not defined.**

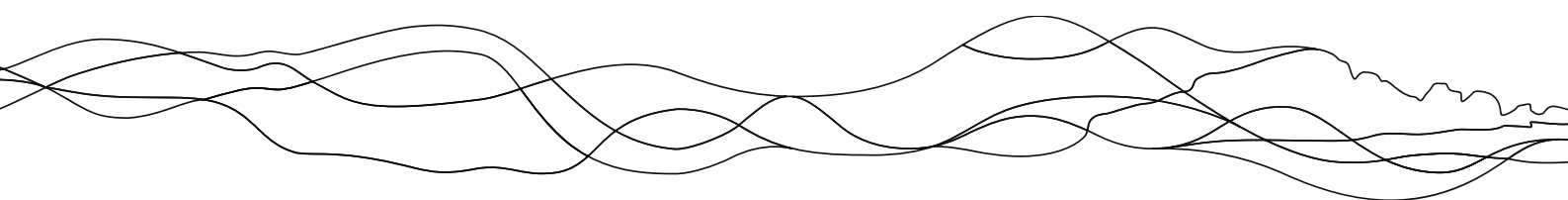
Itinerary .....5

Booking.....6

Travel Plan .....7

Risk Management Plan.....9

Risk Assessment .....12



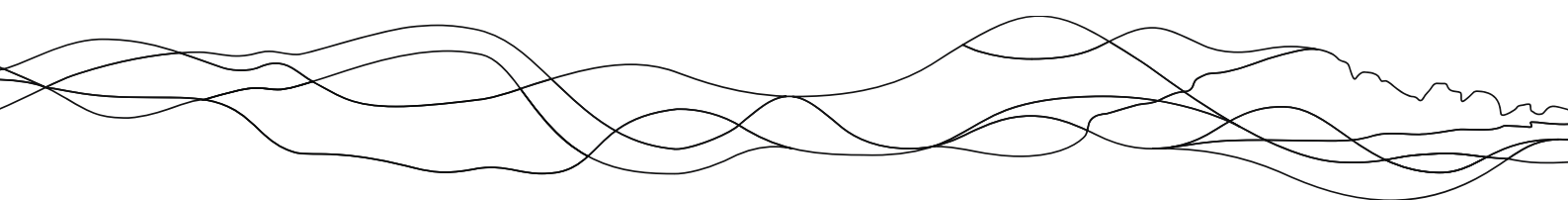


## **Visit Introduction**

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.

Lewes Castle is situated in the centre of Lewes town and is a 5-minute walk from the train station. Lewes is in the heart of the South Downs National Park and easily accessible by train with links north to London, east to Eastbourne and Hastings and West to Brighton and Chichester.

As well as the Norman Castle, the adjacent museum, Barbican House Museum, houses collections of Sussex Archaeology. The sessions with the learning team use the museum and handling collections but the day can include climbing to the top of the Castle to look at the landscape and think about what it may have been like in prehistoric times.





## Visit Information

**Aim: to use a visit to Lewes Castle to look at primary evidence as part of your Stone Age to Iron Age topic**

**National Curriculum links: Stone Age to Iron Age**

<b>Learning objectives</b>	<b>Session structure</b>	<b>Assessment for learning</b>
<p>By the end of the session pupils will be able to:</p> <ul style="list-style-type: none"> <li>• Talk about the Stone Age, Bronze Age and Iron Age in a timeline</li> <li>• Reflect on the technology and materials used by people.</li> <li>• Talk about materials and their properties</li> <li>• Identify resources in the landscape</li> <li>• Discuss differences between hunter gatherers and farmers</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></p> <ul style="list-style-type: none"> <li>• Artefact Handling. All children explore technology of axes through handling real local finds including Stone and Bronze axes</li> <li>• Prehistoric Life. Children explore gallery and hear how artefacts were used by hunter gatherers and farmers</li> <li>• Prehistoric Landscape. Use the height of the Castle to look at the landscape and identify how natural resources could be used</li> <li>• Museum visit with a worksheet/shop/drawing</li> </ul>	<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 are able to take pictures and take worksheets back to school.</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>
<ul style="list-style-type: none"> <li>• Talk about materials.</li> <li>• Think about a timeline</li> <li>• Think about what may survive</li> </ul>	<ul style="list-style-type: none"> <li>• Read the stories behind the artefacts on the website and watch how they were made</li> </ul>	

There is a lot of information about our Stone, Bronze and Iron Age collections on our website.

<http://tinyurl.com/lqazg4j>

For further information on Lewes Castle, our events and other properties or to sign up to our newsletter please go to our website:

[www.sussexpast.co.uk](http://www.sussexpast.co.uk)

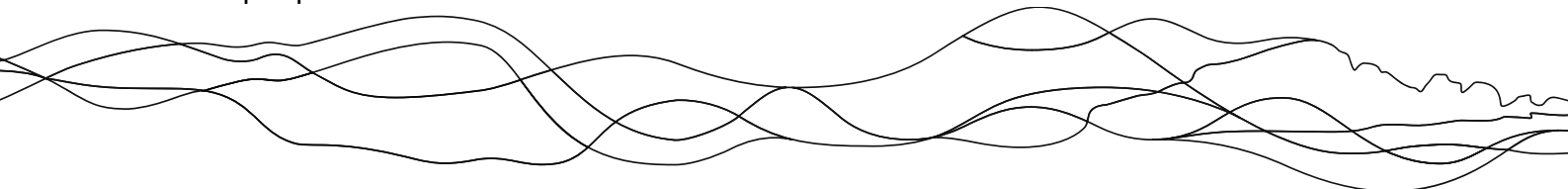
Also,

for Castle FAQs <http://tinyurl.com/qdtjmhm>

for Battle of Lewes <http://tinyurl.com/n9gaz9t>

for Anglo-Saxons <http://tinyurl.com/kysw4dg>

For other topics please see our website

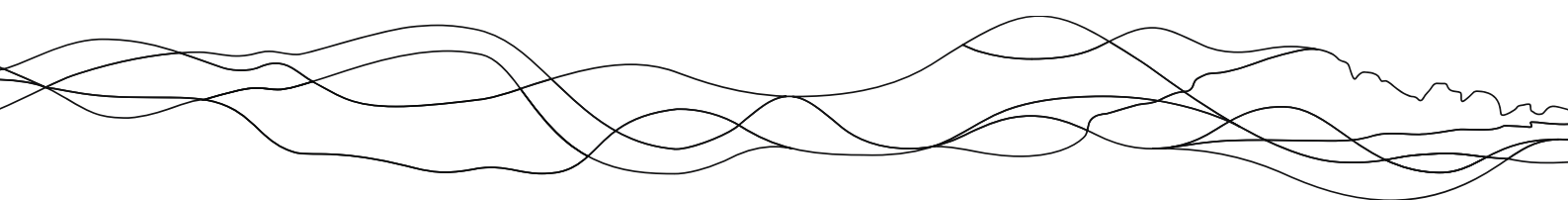




## Itinerary

The following timings are only approximate depending on your specific train times. You will also have to factor in the walk from your specific school to the station you are using.

Itinerary		
Time	Activity	Emergency Action
09.49	Arrive at Lewes station	Inform Group Leader of issues
10.00	Arrive at Lewes Castle Session 1 starts	Inform Group Leader of issues
10.45	Session 2 starts	Inform Group Leader of issues
11.30	Lunch	Inform Group Leader of issues
12.15	Session 3 starts	Inform Group Leader of issues
13.00	Session 4 starts	Inform Group Leader of issues
14.00	Leave Lewes Castle	Inform Group Leader of issues





## Booking

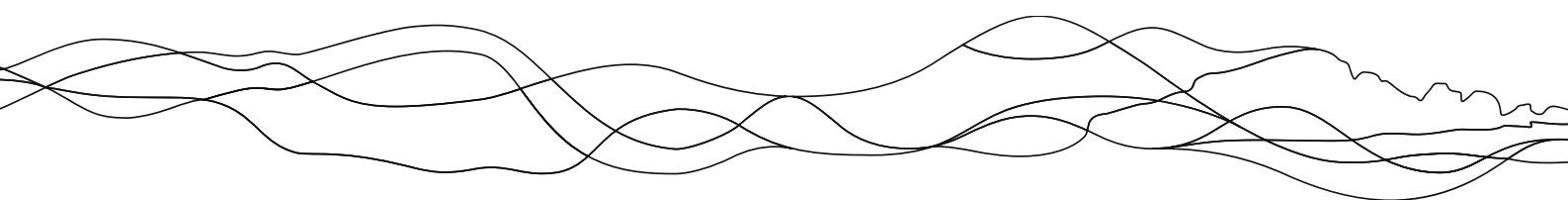
All bookings must be made directly by the Group Leader with the organisation listed; please follow the booking instructions carefully. Terms and conditions for each service provider are as stated by each organisation; please ask them for more details if required.

Learning Provider Information			
<b>Organisation Name</b>	Lewes Castle		
<b>Contact Name</b>	Lynn Gayford		
<b>Telephone</b>	01273 486290 / 01273 405734	<b>Address</b>	Lewes Castle
<b>Email</b>	<a href="mailto:educ@sussexpast.co.uk">educ@sussexpast.co.uk</a>		169 High Street Lewes
<b>Website</b>	<a href="http://www.sussexpast.co.uk">www.sussexpast.co.uk</a>	<b>Postcode</b>	BN7 1YE
<b>Cost 2016</b>	£3.50 admission plus £2.50 per workshop per student. 1 adult to 5 students free		
<b>Cancellation policy</b>	Charges may apply		

To make a booking please contact Lynn Gayford, Head of Learning:

[educ@sussexpast.co.uk](mailto:educ@sussexpast.co.uk)  
01273 405734

Lynn will discuss your requirements, timetable, cost and dates. You will then receive a draft booking form. Once confirmed you will receive documents to assist you with planning your visit.



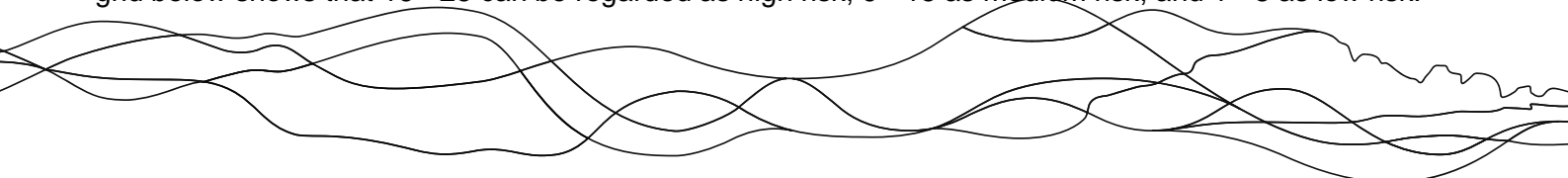


## Travel Plan

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 text** once complete. You may need to add in additional factors depending on the specific journey; for example, the scaffolding at Lewes station will only be there until the refurbishment has taken place, after that it can be removed from the table.

Sussex CRP School Train Travel - Risk Assessment							
<b>Location:</b> Stations and trains				<b>Date:</b>			
<b>Task or Activity:</b> Travel by train from _____ station				<b>To:</b> Lewes station			
<b>Persons covered by this assessment:</b> 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
At the station	Trips and falls Platform edge Members of the public Scaffolding in place	All named above	Safety briefing given to each pupil. Teachers to be with pupils at all times. Everyone to keep back from platform edges.	1/5/5	Children to be in small groups with a designated adult. No running. No mobile phones to be used.	1/5/5	Safety Briefing by teachers. Teachers to ensure for all of visit.
Travel by Train	Accident	All named above	Safety briefing given to each pupil. Everyone to keep back from platform edges. Pupils to be seated at all times on train. Each group to be with designated adult in one carriage.	1 / 5 / 5		1 / 5 / 5	Safety Briefing by teachers to pupils. Teachers to ensure pupils are seated.
Adverse weather	Falls & trips	All named above	Bad weather plan.	2 / 3 / 6	No trip is to be undertaken if the weather is really bad.	1 / 1 / 1	Safety Briefing by teachers to pupils.

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.

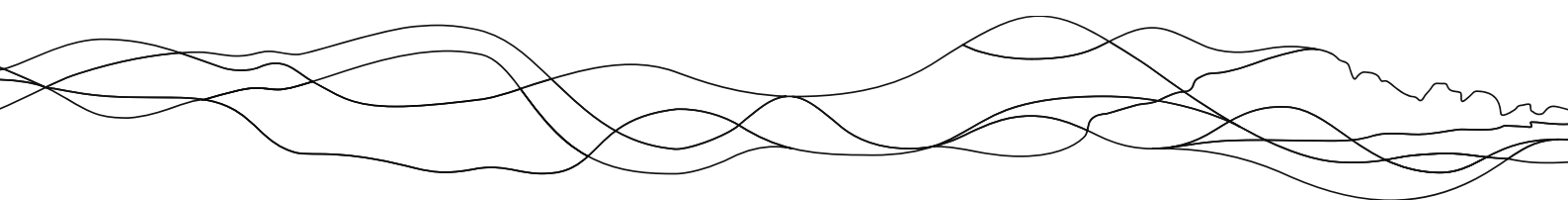


### Hints & tips

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 trains and stations have toilets but this is not always the case so make sure that you make your students are aware of this before you travel.

On the Southern network **Group Save** offers a 34% discount on the adult fare for between 3 and 9 people when travelling together, and 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. 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

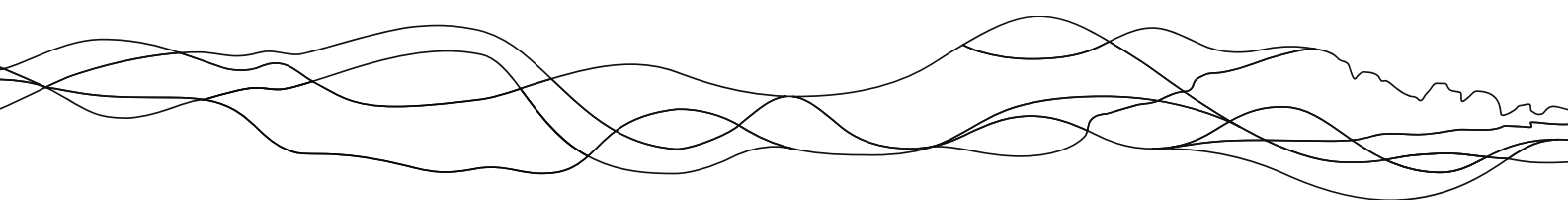
### **Walk**

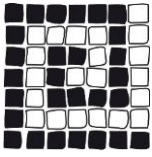
Footpaths  
Traffic

### **Activities**

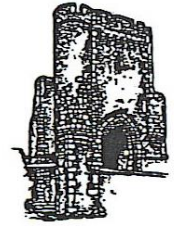
Specific activity hazards

**Learning Provider staff will be in addition to the minimum supervision ratios.**





**Guidelines and possible hazards**  
**for group leaders during a visit to**  
**Lewes Castle & Barbican House Museum**



We want you and your pupils to enjoy their visit and to have a safe visit.

If you have any questions about anything on this sheet, please contact us before your visit.

**The Sussex Past Museum teachers** are responsible for:

- A short safety talk at the start of the visit
- The content of the sessions and workshops
- The safety of any equipment and artefacts used in the sessions
- Maintaining a high standard of teaching, enabling pupils to make the most of their visit.

**The Class teacher** is responsible for ensuring that:

- They have read these guidelines and have taken notice of any additional safety information given during their visit
- Any child needing specific medication has brought it with them and the child and an adult present know how to use the medication needed
- All helpers are aware of the purpose of the visit and the standards of behaviour expected of pupils
- Appropriate discipline is maintained during the visit
- Parents of pupils on the visit have been informed of the need for any special clothing particularly during winter visits
- The museum teachers have been made aware of any SEN/medical information relevant to the activity
- The ratio of adults to pupils is maintained during the day and that the museum teacher is not left alone with children
- Any litter, especially after eating packed lunches, is cleared away.

**The helpers with the group** are responsible for ensuring that:

- Pupils' behaviour is maintained to the standard expected by the class teacher
- They understand the purpose of the visit and timetable
- They know of any special needs that the pupils in their group may have
- They are with their group at all times particularly during the independent session in the museum
- Parents cannot bring younger siblings on the trip and are asked to turn off mobile phones when they are in charge of groups.

**Pupils** should:

- Be aware of the purpose of the visit
- Understand the need for appropriate behaviour
- Observe instructions and safety advice given by museum teachers.

**First Aid**

- Every group should have its own first aider and someone who could accompany a child to hospital if necessary.



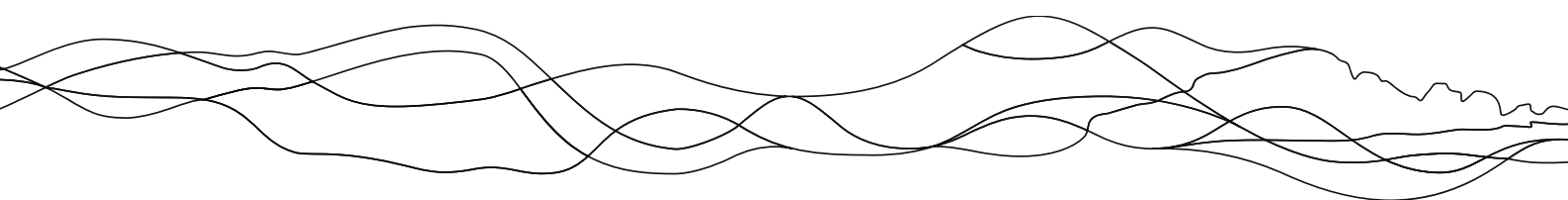
- The museum teacher should be informed of any accident/illness
- The museum teacher will help with locating telephone and on site first aid
- School staff should report any incident to the front desk for recording in the accident book
- Please note that although first aid may be available on site there is no paediatric first aid.

### Hazards to consider

#### Site and Activities

- The area between the road and the museum is a road used by limited traffic. It is essential that pupils keep to one side whilst moving to the Education Room and that an adult is present with younger children when they cross this road.
- Most of the Castle is an outdoor site and appropriate clothing should be worn.
- Steps may be wet and slippery. If icy, steps will be gritted and assessed for safety before groups arrive.
- The Castle pathways are uneven. It is advisable to use the handrails provided. Running up and down stairs and paths is not allowed in the interests of the safety of pupils and other visitors
- The Castle includes steep spiral staircases and pupils are advised to go up and down these slowly, using handrails and following safety instructions
- Climbing on any part of the Castle wall is forbidden.
- Throwing stones in any part of the Castle is forbidden.
- Group leader should be aware of anyone suffering phobia of heights. Provision should be made for them to wait at a lower part of the Castle tour if needed.
- The Museum contains glass cases so care should be taken that all pupils understand that running, pushing and shoving may cause damage to themselves, the cases and the artefacts contained within them.
- The shop and toilet area is very small so shopping should be done in small groups (approx.6 at a time)
- The seating area in 'The Story of Lewes Town Model' is steep. The lights are dimmed during the show. It is essential that groups arrive in good time for their timeslot. Other visitors may be watching and good behaviour is requested so that other visitors can enjoy the show.
- Any spillages should be reported to staff to ensure they do not become a trip hazard
- Children should be encouraged to move safely around classrooms to avoid trips over chairs and tables and to sit still on chairs and benches
- Dressing up clothes should not be worn up and down steps to avoid trips
- The site is open to the public and children should remain within sight of group leaders at all times.

***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
Open site and exposure to the elements leading to cold injury	Medium	Group	Suitable clothing needs to be worn for the weather conditions	Group Leader to inform group of the expected dress code for the expected weather conditions.			Low
Uneven ground resulting in slips, trips or falls, causing injury or contact with cow pats.	Medium	Group	Suitable footwear to be worn throughout the event. Keep to the designated footpath. Single file walking where appropriate. No dressing up clothes to be worn out of the designated room	Education Team to assess site prior to group visit and identify significant hazards to the group during initial briefing. Safety talk and reminder to use handrails given by education team.	Sturdy shoes		Low
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
Contact with insects resulting in bites and stings	Medium	Group	Long trousers and tops advised where insects are identified as a problem.	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.	Long trousers and tops where appropriate	Insect repellent	Low
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
Contact with members of the public resulting in abduction or abuse.	Low	Group	Group members prepared with a code of behaviour when near strangers	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.			Low