SHARING REPTON: HISTORIC LANDSCAPES FOR ALL

Accessible Repton and
Garden History Workshop

Method Statement

Sunday 28th July 10.45am-3.00pm, Blaise Castle Estate

**Purpose**

For an invited group of adults and children to learn about Humphry Repton and garden history through a fun and accessible workshop-based social experience. This will include an interactive talk, display, and leaflet.

We will additionally visit Blaise Castle Estate and the community garden.

**Number of guests**

20-30 adults, plus children.

**Volunteer or staff support needed**

This activity will be facilitated by volunteers from Avon Gardens Trust, the Friends of Blaise Castle, and the Blaise Castle Community Gardens. It will be supported by a staff member from the Gardens Trust.

1-2 volunteers from Friends of Blaise for tours

2-4 volunteers from Community Gardens for catering

1-2 volunteers from Community Gardens /AGT for children’s gardening activity

1 volunteer from AGT for Garden History Lucky Dip

1 volunteer from AGT to lead, greet etc

2 volunteers from AGT to marshall and mingle

**Approximate budget required**

£20 Lucky Dip materials.

£40 volunteer travel expenses.

£120 food raw materials if prepared by volunteers. (This event could be run as an afternoon only, which would save on lunch costs.)

£300 coach hire.

£500 design of Blaise leaflet and display.(Or re-use our template for free.)

£150 printing of Blaise leaflet and display. (We printed extra for ongoing use.)

£380 two gazebos.

£300 photographer (non-essential, but a real bonus to have professional photos).

**Requirements for insurance, risk assessment, personal checks, First Aid**

**Insurance:**

This event is covered by a combination of Gardens Trust insurance and the coach hire company insurance.

**Risk Assessment:**

You will need a risk assessment for this event, see Appendix. The Risk Assessment should be circulated to all volunteers and relevant staff prior to the day and a copy kept to hand during the event. You will additionally need the venue to provide their standard risk assessment, and the coach hire company should have one also.

**Personal Checks:**

As all children are accompanied by their parents at all times, it is possible to run an activity of this nature without volunteers having a DBS check (Disclosure and Barring Service check). It is however best practice to have at least one key volunteer with the check, and ideally more – details at <https://www.gov.uk/request-copy-criminal-record>.

Please note: Only parents may accompany their children to the toilets, although you can point them in the right direction. No volunteer to be alone with a child, no child to come on the tour without their adult (or vice versa).

**First Aid:**

It is best practice but not essential to have a qualified First Aider at an event of this kind, with a First Aid kit to hand.

**Equipment and materials needed**

* First aid kit
* Blank name stickers x60 (Linden)
* Sharpie pens x2 (Linden)
* Red stickers x20 for people who do not want their photograph taken (Linden)
* Photo subject permission forms x50 just in case not done by Samira (Linden)
* Biros x5 for signing the permission forms (Linden)
* Picnic benches or chairs x30 or as many as possible (Michelle)
* Picnic blankets x2 (Linden)
* Tea, coffee, milk, sugar (Michelle)
* Paper cups or mugs x60 (Michelle)
* Squash (Michelle)
* Biscuits (Michelle)
* Lunch consumables (Michelle)
* Paper plates x60 (Michelle)
* Napkins x60 (Michelle)
* Display (Linden)
* Leaflet (Linden)
* Garden History Lucky Dip (Linden/Audrey)
* Red Book facsimile (Linden)
* Postcards for evaluation (Linden)
* Small notebook xno of volunteers for jotting down feedback (Linden)
* Banner for photo (Linden)
* **Evaluation:**
1. On the coach at the start of the day explain that it is always helpful to have feedback on days like this. “We want to know what you think of it: what has been good about it and what would have made it better?”

“We would welcome questions and comments throughout the day.”

“On the coach home we will have some postcards for anyone who would like to write down their thoughts.”

1. All volunteers to have paper to record informal comments, questions, and feedback during the day. Over lunch is a particularly good time to ask. “What do you think of the park so far? That’s really helpful – do you mind if I write that down?” (Verbatim quotes not necessary – keep this low key.)
2. Informally ask people what they thought of the Lucky Dip game once they have done it. Clipboard specifically for this.
3. On the coach home mingle with postcards. Focus on three questions: Did you enjoy the Lucky Dip game? What has been good about today? What would have made it even better?
4. Volunteers to meet after the event to gather feedback from each other.
5. Collate feedback and review.

**Preparation schedule (in advance):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When** | **Action** | **Equipment** | **Who** | **Notes** |
| 6 weeks prior | Promote to potential participants with poster and leaflet at community centre |  | Ros and Samira | Need to keep a note of participants signed up |
| 6 weeks prior | Coach hire |  | Ros |  |
| 6 weeks prior | Volunteers recruited |  | Ros, Alastair, Michelle |  |
| 3 weeks prior | All equipment and materials obtained |  | Linden, Michelle |  |
| 3 weeks prior | Risk Assessment completed |  | Linden, Alastair, Michelle |  |
| 1 week prior | Deadline for participants to sign-up |  | Samira |  |
| 1 week prior  | On-site briefing meeting for volunteers to be talked through the itinerary | All event equipment and materials.Paper copies of risk assessment and method statement to be given to every volunteer and participating staff member. | All volunteers for the day | Run through schedule and risk assessment in detail, raising potential scenarios and responses. Walk through the event on site and practice each activity in situ. Amend risk assessment and method statement accordingly. |

**Preparation schedule (on the day):**

* 9.00am - volunteers arrive for briefing and to set up community garden – gazebos, chairs, display.

**During Activity schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When** | **Action** | **Who** | **Equipment** | **Notes** |
| 10.15am | Coach with guests departs from the community centre. | Wendy to greet and travel on the coach.  |  | During the coach journey, review volunteer-to-guest allocation.Explain about wanting feedback – we want to know what you think of the day, what has been good, what would have made it better.Say that we will welcome questions and comments throughout the day.Check that every guest has done photo form – note those who don’t give permission and give them a red sticker to wear |
| 10.45am | Coach arrives at Blaise Castle Estate and parks in car park by cafe, guests are greeted by volunteers. | All | Name stickers, sharpie pens | Guests dismount and are greeted as a group. Volunteers to allocate themselves amongst guests.Point out to photographer those guests who cannot be photographed |
| 10.45am | Group makes way to Community Garden | Everyone |  | Volunteers to chat to guests, help marshall small children, answer questions, etc. |
| 11.00am | Gather in Community Garden in front of cabin to be told structure of day, a little about Repton, a little about Blaise, a little about other parks and gardens.Tea, coffee, squash, biscuits servedVolunteers circulate to ask guests to write name badgesGuests explore Community GardenDisplay and facsimile Red BookGardening Activity for Children | Ros leads | DisplayGlassesMugsTea, coffee, squash BiscuitsName stickers and sharpieChairs | Display to be simply propped upCommunity Garden to source all catering kit and consumables?Community Garden to provide Chairs? (Doesn’t need to be one for every guest)Community Garden to organise and run gardening activity for children. |
| 12.00pm | Tour 1 - Castle | Most people, but some volunteers to wait at Community Garden with those guests who don’t wish to tour. No children to be left without their parent/carer.One volunteer to remain to wash cups? |  | **Take First Aid Kit**Need to make sure that children stay with their accompanying adult. |
| 1.00pm | Lunch in Community Garden – pizza ovenDisplay still outGarden History Lucky DipGardening Activity for Children | Community Garden volunteers to manage pizza cookingAGT volunteers to mingle and organise drinks?AGT volunteer Audrey to run Garden History Lucky Dip, with Linden | Pizzas!PlatesNapkinsGlassesMugsTea, coffee, squashGarden History Lucky Dip box and kit | Need to be able to let people know the pizza ingredients if asked (eg, gluten, dairy, nuts). |
| 1.30pm | Prayer time | Participants will self-organse | Gazebo, rugs, cushons (participants to bring) |  |
| 2.00pm | Tour 2 - Dairy | Alastair leads.Some guests will probably stay in the Community Garden and volunteers will need to stay with them. |  |  |
| 2.35pm | Group reassembles in Community Garden and then walks together to car park | Everyone |  | Wait till everyone safely ready before setting off for Car Park. NB Toilet breaks for those who have been on tour.All guests must be accompanied. |
| 2.50pm | Group assembles at coach – group photo with and without NLHF banner, and goodbyes Every guest given a leaflet | Everyone |  | Keep children close whilst in car park |
| 3.00pm | Coach leaves | Wendy on coach to gather Postcard evaluation |  | Mingle on the coach to gather feedback on postcards (See Evaluation section) |

**After the event:**

1. Same day: volunteers to gather for social event to recover, and to share feedback.
2. Send copies of any photographs to the visiting group

Appendices:

**Event Risk Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the hazards? How might they harm?** | **Where?** | **Who might be harmed?**  | **Level of risk?** | **What are we already doing? CONTROL OF RISK** | **MONITORING** |
| Arrival and alighting the coachUneven ground during site visit causing falls and injuries | Coach ParkWalk to Community GardenDuring Tour | Anyone | Low | Volunteers to meet coach and assist with getting guests, buggies, picnics etc. off the coach where needed.Route is to stay on surfaced paths and level grass for majority of time. Plan route carefully with venue hosts, ensure a steady pace for the tour.Linden to bring up the back of the tour so anyone who trips is not missed.  | pathways checked prior to tour on route to meeting coachVolunteers to highlight difficult terrain |
| Children being lost | Any time | Children | Moderate | Carer/parent to stay with child. Door to community garden shut so children can’t wander out.Children not to run off during tour. |  |
| Children and safeguarding issues | Any time | Children | Low | No volunteer to be alone with child. |  |
| Tripping on chairs, resulting in injury  | At Lunch area | Anyone | Low | Ensure furniture sensibly placed, not excessive clutter on floor | Ensure no ‘rushes’ for loos, refreshments etc |
| Burning on pizza oven | Community Garden | Anyone | Moderate | Additional volunteer to stand by oven to make sure no one comes too close | First Aid Kit |
| Water hazards | At river | Anyone | Moderate | Ensure no one leans over too far. Ensure people stick to paths at all times.  | Volunteer monitoring |
| Extreme weatherHeat/sunstrokeRain/hypothermiaWind/falling trees | General | Anyone | Low | Advise people on appropriate clothing, i.e. sun hats, rain coats, brolly, water maybe required if very hot.  | Use shade of trees when stopping to talk to group if hot  |
| General medical | General | Anyone, likely overweight or elderly guests | Moderate | Keep pace moderate, shorten walk if necessary, there are benches spread thought the gardens should anyone need to rest. |  |
| Refreshments  | Lunch, refreshments | Guests | Low | Being aware of dietary requirements and making alternatives available, avoiding difficult foodsGluten free and vegan option provided |  |
| Guests get separated from group and lost | Anywhere on site | Guests | Low | Organisers to carry mobile phones, an organiser to walk at back of group to catch stragglers | Linden bringing up the rear and monitoring stragglers |
| Guest needs to leave tour early and gets lost | Anywhere on site | Guests | Moderate | Ensure leaver is clear on route, an organiser to accompany them where necessary | Volunteer available to accompany |
| Participant is taken ill during tour | Anywhere on site | Guests | Low | Organisers to carry mobile phones, sick person must not be left alone or to return by themselves | First aider to monitor and accompany - WHO |
| Bee/wasp stings | At any time , particularly while eating | Anyone | Moderate | Caution signs to be put in place if the nests have not yet been dealt with and coned off.  | Nests to be reported to Tracey |
| Minor cuts and bruises | Anytime | Anyone | Low | If an accident should occur during a tour then the guide should be informed immediately for any necessary first aid treatment. There are first aid boxes in the shop area and in the greenhouses in the gardens. Named First Aiders available | Tracey first response |
| Hay fever and allergies | Anywhere near grass and plants | Anyone | Moderate | It is advisable that any one that suffers from any allergies requiring an inhaler ensures that they have their inhaler with them at all times during the tour. |  |
| Return to coach | Route to coach park | Guests | Low | Volunteers to accompany guests back to the coach and assist with getting guests, buggies, picnics etc. on the coach where needed | Linden to bring up the back of the return walk to coach. Wendy to travel back on coach |
| AGT Volunteers Ros – contact INSERT MOBILE , Wendy, Audrey, INSERT ADDITIONAL NAMESTour guide – Alastair INSERT MOBILECommunity garden lunch lead -Michelle INSERT MOBILE GT Coordinator and guide responsible for bringing up rear – Linden INSERT MOBILE |

**Site risk assessment**

**Site Risk Assessment Form**

**Friends of Blaise: Blaise Castle public openings during spring/summer 2019**

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| --- | --- | --- | --- |
| Prepared by: | Di Baker | Date: | 24 March2019 |

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| --- | --- | --- | --- | --- | --- |
| Hazard | Possible outcome | Persons at risk | Risk levelLow Med High | Control measures | Who is responsible? |
| Volunteers unaware of hazards/risks | Accident or injury | Volunteers and public | Medium | All volunteers are briefed on assessed hazards and control measures, and sign the attendance sheet to confirm this. Volunteers over 75 are advised they are not insured by BCC against personal injury | H&S person on the day |
| Site is isolated | Medical help or emergency vehicles have difficult accessing site | Volunteers and publi |  | Session leader has access to a mobile phone and list of emergency contacts, including instructions for how emergency vehicles should access the site.First aid kit is available on site. | “ |
| Dogs off the lead | Unruly dogs causing a trip hazard | Public | Medium | Visitors must keep dogs on a lead at ground floor level. Dogs may not be taken up the stairs to the top of the castle. | “ |
| Slipping on stairs especially in wet conditions | Injury | Volunteers and public | Medium | Volunteers instruct visitors not to pass on the stairs but allow others to come up/down first. Volunteers advise special caution in wet weather when steps might become slippery. | “  |
| Falling from the top of the castle | Injury or death | Volunteers and public | Medium | A volunteer is at the bottom of the stairs ensuring that unaccompanied children are not permitted to ascend to the top. A volunteer is at the top at all times to ensure that:- Children may not climb on to the parapet unless supervised by a responsible adult.- Visitors may not stand on the parapet. |  |
| Items dropped from the top of the castle | Injury of people on the ground | Public | Low | Volunteers do not permit visitors to drop items over the side. | “ |

LOCAL HAZARDS APPROPRIATE TO THE SITE ON WHICH ACTIVITY IS TAKING PLACE

Refer to page 5 (Part 1) of H&S support pack. Also consider volunteer’s abilities.

THESE HAZARDS MUST BE REASSESSED JUST BEFORE THE ACTIVITY TAKES PLACE.

Generic risk assessment forms applicable: General

Activity risk assessment forms applicable:

To Volunteer/Group Health and Safety Rep: - This form must be handed in to Community Parks Officer for the site before the activity takes place