



YEAR 6 TOUR to LONDON
WEDNESDAY 15th June – Friday 17th June 2022





Established 1967 - over 45 years' experience

Government recommended health and safety policy

ABTA and ATOL protected - your payments are insured

Insurance cover and 24-hour medical assistance cover



About our travel company



Tour basics

RISK ASSESSMENTS

All aspects of the trip are risk assessed following consultation with the travel company, the companies in charge of the attractions, the local authority and Edsential, who are linked to the Wirral LA and who validate the trip. The risk assessments include:

- General indoors - all venues including the hotel
 - General outdoors – includes walking along streets
 - Transport - coach
 - Water margins – the River Thames and areas of water
 - Westminster Abbey
 - The London Eye
 - The River Cruise
 - The Theatre
 - The Houses of Parliament
 - Tower of London
 - Tower Bridge
 - Warner Bros Movie Tour – ‘Harry Potter’
 - INSURANCE
- Provided by NST Travel Insurance in conjunction with FOGG Insurance.



WIRRAL		VISITS AND OUTDOOR LEARNING ACTIVITIES - ADVENTUROUS & RESIDENTIAL		RISK ASSESSMENT RECORDING FORM (Page 1)	
Guidance on completing this form is available in the Health & Safety Management Arrangements for Risk Assessment					
Location: London 2014 - Manning Hill / various centres - including Science Museum, Lyceum Theatre, Houses of Parliament and HMS Belfast		Date assessment undertaken	3.5.17	Assessment undertaken by: B. McGregor	
Activity or location: ADVENTUROUS & RESIDENTIAL VISITS Accommodation and/or activities		Review date	3.5.18	Signature: B. McGregor	
1) Hazard (See appendix 2 - H&S Management Arrangements for Risk Assessment)	2) Who can be harmed and how? (See appendix 2 - H&S Management Arrangements for Risk Assessment)	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.) (See appendix 3 - H&S Management Arrangements for Risk Assessment)	Risk Score Consequence & Likelihood	4) Any further action. This should be included in the action plan on overview	
1. Missing around the hotel / building / centre/theatre	Pupils/staff Slip, trip or fall.	Pupils/staff mark at all times. Rules set at start.	5x2=10	Children to be supervised and only allowed to move around in appropriate numbers for the space. First aid to be with staff in accommodation during activities and when carrying out activities in evening.	
2. Intruders	Pupils harmed / abducted.	Accommodation building has security in place and is securely locked. All rooms are en suite.	5x1=5	Staff every 15 minutes security throughout night and when walking through corridors to all activity centres. Children in wherever staff rooms are staff check security before going to bed. Buddy system within groups and regular head checks.	
3. Fire	Pupils/staff Smoke and burns	Fire checks completed. Drill and procedure on arrival. Fire points and exits known.	5x2=10	Only trained staff to use extinguishers. Pupils not to be involved in this. Children housed close to fire exits. Rooms and in groups with a known staff.	
4. Food allergies	Pupils / staff Allergy symptoms / rashes / choking / anaphylactic shock etc.	Parents have been told no food, other than packed lunch on the first day, is to be sent. Sweets and drinks bought from shops etc to be eaten when supervised. Children with allergies / medication identified by parents on permission slips before travel.	5x2=10	Pupils are aware of their allergies and have particular allergies and are monitored. Staff also aware. Medication, eg inhalers, stored, checked and given by staff or sent home with parents. All staff aware of allergies as listed in form. Pupils, parents, permission slips with group leader to outline allergies sent to staff before departure and before use.	



Tour basics



Getting there

We will depart from school by coach on Wednesday 15th June 2022 at 7:30 a.m. and will arrive in London at 12:00 p.m.. **Please drop your child off at school at 7:00 a.m.**

Returning home

We will leave London at 4:00 p.m. on Friday 17th June 2022 and arrive home at 8:30 p.m.. **Please collect your child at school at 8:30 p.m..**



Tour basics

Our accommodation

We will stay at The Royal National Hotel in St Pancras for 2 nights.

This accommodation is on a half board basis.
This includes a continental breakfast.

The children will be organised into twin or triplet rooms.

All rooms are en-suite



Tour basics



Travel tips – packing

The weather in London at this time of year is can vary , though it tends to be warm. We will be too. As such, I recommend that students pack the following essential items for their tour:

- Any medication in labelled with dosage clearly indicated and form completed. This should include:
 - Travel; sickness medication
 - Allergy medication
- Light raincoat
- Comfortable shoes for walking.
- Smart clothes for the theatre
- Back pack
- Disposable camera
- Book to read
- Puzzle book
- Sunblock
- Water bottle

Proposed Itinerary

Day 1

12:15 p.m. – Westminster Abbey

3:00 p.m. – Short walkabout

5:00 p.m. – Dinner

7:00 p.m. – The London Eye

6:00 p.m. - Check into the Royal National Hotel

9:00 p.m. – Settle for the night.





**What will we
see & do?**

Day 2

8:00 a.m. – Breakfast

10:00 a.m. – Tower Bridge

11:00 p.m. – Tower of London

3:00 p.m. – 4:00 p.m. – River Cruise

5:30 p.m. – Bella Italia

7:00 p.m. – ‘Wicked at the Apollo Theatre.

10:00 p.m. – Arrive back at the hotel



What will we see & do?



Day 3

8:30 a.m. – Breakfast

10:00 a.m. – Check out of the hotel

11:30 a.m. – Warner Bros Studio Tour

8:30 p.m. – Arrive back in school (approx)



PUPIL EMERGENCY TELEPHONE NUMBERS



**WOODCHURCH C.E.
PRIMARY SCHOOL**

Church Lane,
Upton,
Wirral,
CH49 7LS

In the event of an emergency
use the following
contact numbers:

**Teacher A Teacher B
Teacher C**

School based contact:

**Mrs H Glover
0151 677 4788
07717347444**



Fund Raising



Suggested money raising events:

- Christmas Fair
- Car wash
- Cake Sale
- Book Sale





Why are we going?



Tour objective

- **Foster an understanding of their country and its capital**
- **Broaden their knowledge and understanding of British culture and history.**
- **Time away from home and to experience a certain degree of independence.**
- **Have a good time!!**



Tour basics

Dinner arrangements

Day 1

Bella Italia

Dinner is at 5:00 p.m.



Day 2

Pizza Express

Dinner is at 5:30 p.m.

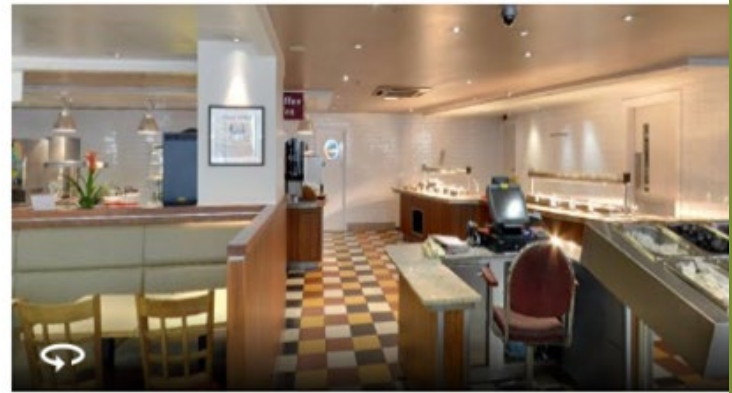


Tour basics

Meal arrangements

Breakfast is at 8:00 a.m.
in the hotel.

Lunch is a packed lunch
organised by NST and
the coach company.



Tour basics



Travel tips – money

We recommend that students take between £ 40.00 and £50.00 with them on the visit in cash. This should be in a labelled purse, wallet or appropriate money holder.





***If you have any questions
please email the school office?***

