

ANCHOLME VALLEY HERITAGE TRUST Ltd. BRIGG HERITAGE CENTRE

EDUCATION SCHOOL VISITS: Terms and Conditions:

Please refer to information on our dedicated website to ensure you are best equipped in planning and attending a school visit at Brigg Heritage Centre:

- Link: NLC School Terms.
- Link: VNL Schools & Groups Guide (Legacy publication)
- Information: The 'Science Bit'
- Download: Teacher Responsibilities / Pre-visit information
- Download: AVHT Safeguarding Children Policy
- Download: School Visit Booking Form
- Download: School Feedback Evaluation Form
- Download: Spotlight on School Visit / Testimonial

Our charity name is:

Ancholme Valley Heritage Trust Ltd. (Charity No 1157731)

Our operating address is:

Brigg Heritage Centre, Angel, Market Place Brigg, DN20 8LD

School Visit - Fees Apply: Fees are periodically reviewed – please check the current rates per child as advertised on the BHC Website > School Visits.

Invoicing: An invoice will be produced for the services you have requested, which includes our banking details. Should your school only pay invoices which have a purchase order number – then it is the school administration department's responsibility to provide a Purchase Order (PO) Number and any service/supplier forms during the booking process.

Our charity is NOT V.A.T. registered. Therefore, purchase orders need to reflect this.

Cancellations:

Cancellations by AVHT/BHC: In the rare occasion that AVHT/BHC should need to cancel a school visit (the charity reserves the right to do so), there would be an offer of alternative provision for rescheduling. Schools will be provided adequate notice period – with liaison via BHC operations and BHC Edu-lead.

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A lot of time, effort and logistics goes into planning for and facilitating school visits – and as a charity we rely on our volunteer's generosity of their additional time for educational school visits – to enable essential fundraising for Brigg Heritage Centre...

It is essential that you have secured your allocated 'child place' quantities prior to engaging a 'locked-in' dated booking with AVHT.

This action would ensure at the time of payment – you are confident that the requested school visit booking will go ahead and that the allocated places are representative of the invoice amount (as pre-agreed).

Cancellations by School (booking party): Please contact AVHT/BHC soon as possible...

Please be aware that if you have 'booked in' dates – that it is most likely that other schools may have been turned down – for those dates.

- If your school cancels a school visit booking (with dates that have been allocated) – then AVHT will offer to move to an alternative date within the same academic year at no additional charge (subject to availability in the schedules) to reflect a credit, if the invoice has been paid in advance.
- If your school is unable to reschedule within the same academic year (mutually) – 50% of fees paid will be retained by AVHT/BHC. This will cover the admin/logistics incurred (of the original date/s booked).

And 50% of fees paid (for original booking) will be held in credit and off-set against a future reservation/booking (which will be reflected on a future invoice).

Please note:

It is the general responsibility of the school to take reasonable measures to:

- Ensure the safety of those attending and oversee their behaviour.
- Supervise the use of the premises making sure that no damage occurs to its fabric or contents.
- At all times – please ensure security of the premises (keeping doors closed for child safety).
- Ensure no illegal or immoral activities take place.

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- The school will also complete a risk assessment prior to the school visit and leave a copy with Brigg Heritage Centre.
- The school will be responsible for paying for any damage however incurred. Use of these premises and their related facilities and equipment (as provided by AVHT/BHC is undertaken at the risk of the school).
- The Edu-lead will make provision to explain fire regulation and safety at the 'school welcome'...However, the school representatives will then be responsible for supervising children for the evacuation of the premises in case of emergency. An Operational Fire procedure is attached to this document.
- School representatives must liaise with the appointed Edu-lead at the premises and ensure that all belongings of the group are taken upon exit.
- Schools must ensure they have a register of all people (children and adults) involved in the visit or event for which they have responsibility.
- Please ensure that all facilities and equipment are left as they were found.
- Refreshment only to be consumed in (pre agreed) designated areas and rubbish is to be collected in appropriate designated receptacles.

Operational Fire Procedure

1. In the event of suspecting or discovering a fire:

- Raise the alarm immediately by operating the nearest fire call point.
- Dial 999, to call the Fire & Rescue Service, state the address below.
- Do not attempt to fight the fire (only use fire extinguishers to aid escape).
- Evacuate the premises by the nearest available exit, closing all doors and windows behind you if possible.
- For events in **Brigg Heritage Centre (inc. Churchill Room / Ancholme Room, and the ANGEL SUITE (all areas))** assemble at Assembly Point 1, in the car park behind the Angel Building.
- **DO NOT USE THE LIFT!**
- Do not return to the premises until informed it is safe to do so by the Fire & Rescue Service or the senior officer present.

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2. On hearing the fire alarm

- Evacuate the premises by the nearest available exit, closing all doors and windows behind you if possible.
- The hirer is responsible for evacuation plans for disabled visitors. Follow the Generic Emergency Evacuation Plan or specific Personal Emergency Evacuation Plan, as identified at designated time of booking (at location).
- Temporary refuge areas are provided to aid evacuation for visitors with mobility restrictions.
- For events in **Brigg Heritage Centre (inc. Churchill Room / Ancholme Room, and the ANGEL SUITE (all areas))** assemble at Assembly Point 1, in the car park behind the Angel Building.
- **DO NOT USE THE LIFT!**
- Await the arrival of the Fire & Rescue Service and follow their guidance.

3. In the event of fire, the three most important actions are:

- **Raise the alarm.**
- **Call the Fire Service.**
- **Evacuate the building.**

Please Note - disabled and wheelchair users:

- The Evac Chair should only be operated by a trained person.
- Evac ResQmat, if in situ – please follow instructions as provided (at location).

It is NOT mandatory that a disabled person must use the Evac equipment; the following options may be considered for:

- Making their own way down slowly and/or utilising handrail either with or without help. (The main stairwells are protected areas affording 30 minutes).
- Moving or sliding down on bottom or similar after the main floor of people have vacated the building.
- Carry-down procedures.