

Preparing to visit Epping Forest Field Centre (A briefing for students and parents)

Visit Co-ordinators are asked to copy these pages to all those who will be visiting EFFC)



Your visit:

- You should be suitably dressed to go outside taking into account weather conditions.
- You should bring:
 - packed lunch
 - drinks (especially in warm weather)
 - sun cream (when appropriate)
 - notebook, pencil, calculator
 - change of clothing (taking account of the weather)
 - wellington boots / suitable footwear
 - waterproofs / coats
 - warm jumper / sweatshirt
 - adequate supplies of medication e.g. asthma inhaler
- If it rains, we still take the group out into the forest unless weather conditions are very severe.

Facilities

- The Centre will provide:
 - A fully equipped classroom
 - Appropriate field and lab equipment (including clipboards)
- Epping Forest Field Centre will charge for any equipment that is lost or damaged by misuse. This will be at the replacement cost plus an administration charge of £10.
- There is a limited supply of wellington boots at the Centre.
- There is no café or tuck shop; however we do have a soft drink vending machine on site.
- The Epping Forest Information Centre, open most days sells souvenirs and books and we sell a range of publications.

The Environment

- We have been accredited as an Eco-Centre for our environmental policy and practices. Please help us to reduce negative environmental impact by:
 - Considering local, organic, fair trade produce for the lunch you bring and reducing packaging
 - Taking any rubbish home with you so it doesn't get scattered round the forest
 - Looking after fieldwork sites whilst you are using them
 - Saving energy by turning off light and water by turning off taps

Damage/Loss of Property

- The Field Studies Council cannot be held responsible for loss or damage of personal property used or left on the premises or taken into the field.
- Please do not bring valuables.

Code of Conduct / Behaviour

- You must
 - cooperate with staff to safeguard the natural environment
 - agree to follow safety instructions at all times
 - recognise you have a responsibility to maintain your own safety and not to endanger other members of the group.
- Misbehaviour is a major cause of accidents and our Tutors reserve the right to exclude pupils whose behaviour is regarded as being unacceptable.

Health and Safety

- We take the greatest care to ensure the safety of all visitors.
- All staff are trained in first aid and have access to a first aid kit at all times.
- All activities and sites have been risk assessed and appropriate control measures are in place to ensure your safety
- Further Health and Safety Guidance will be given on arrival at the Centre

Health and Safety Guidance

Centre staff are aware that certain diseases are present in soil, water borne or may be transmitted by small mammals. During a visit you may carry out investigations with soils, freshwater, and/or work with small mammals. We believe infection risks on activities led from this field centre are very low however we are providing you with the following information for your reference.

We will instruct students to take simple practical precautions to prevent infection:

- individuals with recent large open wounds should not be directly involved in activities; they may act as recorders instead
 - cuts/abrasions should be covered with micropore tape
 - hands should be washed thoroughly with soap on returning from fieldwork and before consuming food and drink
 - rubber gloves will be provided where appropriate
- (Soap and wash basins, and a supply of rubber gloves and micropore tape are available at the Centre)

You may wish to check with your doctor whether tetanus immunization is appropriate prior to your visit.

Attention is drawn to the bacterial infection *Leptospirosis*, which in more acute forms is known as Weils Disease.

If you have undertaken one of the activities mentioned above and fall ill with the following symptoms up to four weeks after visiting the Centre you should seek treatment from your doctor and explain the nature of the activity undertaken and the concern regarding *Leptospirosis*. Treatment by antibiotics is completely effective in the initial stages, but early consultation with a doctor is essential.

Symptoms may include:

- Above normal temperature and / or chill feelings
- Pains in joints and muscles (often calf muscles in particular)
- A feeling of influenza like illness

If you fall ill as a result of a visit to the Centre please let us know in order that we can monitor the effectiveness of our safety procedures.