



Schools Information Sheet/Health & Safety Form **relating to the Discovery Centre & Apiary.**

1. T&TVBKA is based at The Apiary, 41, Whitton Road, Twickenham TW1 1BH near to Twickenham Station. For a location map please visit our web site www.twickenham-bees.org.uk There are parking restrictions in the area from 8:30 a.m. to 6:30 p.m. Monday to Saturday. For more information please visit the London Borough of Richmond Upon Thames website www.richmond.gov.uk

We have off-road parking for two or three cars/minibuses within our grounds.

The Apiary gates can be closed to prevent children leaving the premises.

2. The Discovery Centre/Apiary cannot accommodate more than 30 pupils plus accompanying staff at any one time.

3. There are 2 toilets on site, one of which is designed for use by people with disabilities.

4. Almost all the Apiary including the toilets, Discovery Centre and Apiary are wheelchair accessible.

5. Please let us know if members of your group have any special needs. Bear in mind that bees can be dangerous if provoked by pupils misbehaving in front of the hives.

6. Although volunteers from T&TVBKA will be on hand during your visit, it is the responsibility of the school to ensure that pupils and those accompanying them are on good behaviour and are supervised at all times and move to locations directed by T&TVBKA volunteers. There should be a minimum of 1/15 staff to pupils ratio for years 4,5 & 6 and 1/10 for years 1,2 & 3. The visiting school should ensure the appropriate ratio in accordance with its guidelines for any special needs pupil the school may bring on a visit. Staff and pupils must obey the directions of T&TVBKA volunteers at all times and particularly in an emergency.

7. There are no eating areas available at the Discovery Centre/Apiary, although we do have a small kitchen. Children are welcome to eat packed lunches etc. in the Discovery Centre or if dry on a grassy area if properly supervised.

8. The use of cameras at the Discovery Centre/Apiary for educational use within schools or by pupils for private use is permitted.



9. T&TVBKA reserve the right to vary or cancel arrangements for your visit and we apologise if any part of the Discovery Centre/Apiary is inaccessible at the time of your visit eg inclement weather. T&TVBKA cannot be held liable for the cost of any transport or any other costs which may have been incurred as part of the visit thus cancelled.

10. There is a First Aid box at the Apiary but first aid is the responsibility of the school and all school visits should be accompanied by an appropriately qualified first aider. Schools should ascertain if any pupil or other visitor has previously had a strong/allergic reaction to a bee sting. Although it is most unlikely that anyone will be stung during your visit if appropriate the first aider should come equipped with an EpiPen.

11. The school is responsible for carrying out its own risk assessment. In carrying out an assessment it is imperative that teachers/group leaders give special consideration to the control measures they will undertake. Pupils should understand that flapping at flying bees will only provoke and if left alone the bees will be uninterested in the pupils. The visit to the Apiary itself will be within a mesh hide.

12. T&TVBKA carries £5 million Third party Liability cover for the risks associated with visitors to our site.

13. Any queries on the above or any other aspect of the visit please contact Sonia Stringer at apiaryvisits@twickerbees.co.uk or telephone 07769703858

14. T&TVBKA is an educational charity. We do not make any request/requirement for a donation for School/Educational Visits. However, as a guideline, if you decide you do want to make a donation can we suggest a donation of £1 per pupil and where a class contains less than 20 pupils can we suggest £20 per class, in the case of a school with two classes £30 and for a school with three classes £40. For visits outside school hours i.e. Scouts, Guides, Cubs and Brownies, can we suggest a donation of £1 per head or £30 if the visit is to last over 1 hour 15 minutes.