



**CHARMOUTH HERITAGE COAST CENTRE**  
FINE FOUNDATION EDUCATION CENTRE



# **A guide for school visits**

Secondary Schools and Colleges



# CHARMOUTH HERITAGE COAST CENTRE

FINE FOUNDATION EDUCATION CENTRE

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## **About this guide**

This guide has been created to provide information to teachers looking to bring a school group to the Charmouth Heritage Coast Centre. It includes the activities we offer, what you will need to make a booking enquiry and useful and essential information for the day of the visit.

## **About us**

The Charmouth Heritage Coast Centre is located on The Jurassic Coast, England's first Natural World Heritage Site. The beaches around Charmouth are world famous for the amazing fossils that can be found washed out of the cliffs and there is an amazing variety of marine life. The Centre itself is an excellent resource for schools with interactive displays, marine aquarium tanks, a fossil touch table and the Jurassic Theatre. We offer a wide range of opportunities that bring learning to life in the great outdoors.

The warden team are professionally trained in palaeontology, environmental science, marine biology and environmental science and are all qualified first aiders and carry first aid kits and mobile phones in case of emergency. All Centre activities are fully risk assessed and the wardens have enhanced DRB clearance.

## Activities

We can offer a wide range of opportunities for the study of geology, geomorphology and palaeontology. Field trips can be catered to Key Stage 3, GCSE and A level groups. Detailed below are brief outlines of the core learning sessions that we currently offer at the Centre. We understand that in order to gain as much as possible from a day visit, you may wish to combine different aspects of study. The Warden team are happy to discuss how we at the Centre can best meet the needs of your school or group.

**Visits to the Centre itself are free of charge, but you MUST book your visit in advance as the Centre is busy with organised trips all year round.**

### Geology and Geomorphology Tour

After a short introduction and film show, the Warden will lead the group out onto the beach and along the coast stopping at certain points to discuss how the local cliffs and coastline have formed. The walk will cover the local geology, the landslide systems of West Dorset, an analysis of the composition of the beach and local conservation policy.

Session time: 2 hours

Location: Charmouth

Meeting point: Charmouth Heritage Coast Centre

Maximum number: 60

Charges: £4.50 per student

Minimum booking fee £100.00

There is no charge for teaching staff.

### Fossil and Palaeontology Tour

The tour starts in the Centre with a short film and warden talk on the fossils of Charmouth and the Jurassic environment in which they were formed. The warden will then lead the group out onto Charmouth beach to search for fossils. At the end of the session the tour covers the Fossil Collecting Code and aspects of conservation associated with the site. All finds may be taken back to school / college.

Session time: 2 hours

Location: Charmouth

Meeting point: Charmouth Heritage Coast Centre

Maximum number: 60

Charges: £4.50 per student

Minimum booking fee £100.00

There is no charge for teaching staff.

## **Booking an activity**

All sessions must be booked with the warden team in advance.

### Making a booking enquiry

The sessions that we offer at the Centre are dependent on the tide times. Therefore they are not available everyday and the times of the sessions will vary. The sessions can get booked up quickly so please book well in advance.

For booking enquiries please ring (01297 560772) or email the warden team at the Centre ([info@charmouth.org](mailto:info@charmouth.org)). Please have the following information:

Number of students

Age group

The session/s you are interested in booking

A range of available dates over at least a two week period

Earliest start time and latest finish time

Any special requirements

### Booking procedure

- If a suitable date and time can be agreed, the warden will make a provisional booking.
- You will need to provide the contact details of the school and the Centre will send a booking confirmation form.
- The booking form must be returned within 14 days of the booking confirmation date with the relevant signatures and payment in full by cheque or BACS. We cannot guarantee that your slot will still be available if forms and payment are not returned within this period. The booking is made permanent when we receive the booking form and payment. The Centre will not send any further confirmation of the booking.
- If you have any queries about the visit, then please do not hesitate to contact the warden team at the Centre.

### Charges

A two hour session is charged at £4.50 per student with a minimum booking fee of £100.00. Please advise the warden team in advance if the number of students changes from the number stated on the booking form. There is no charge for accompanying adults.

## Payment

Payment in full is required at the time of booking confirmation.

## Cancellation

### Cancellation

**Cancellations: We require 30 days notice of any cancellations or changes to your scheduled visit. This includes the following;**

- i) Change in the number of children / classes attending**
- ii) Re-schedule or transfer of a booking**
- iii) The Centre does not accept liability due to changes made by your transport / visit provider (i.e coach travel companies, residential stays)**
- iv) A refund of up to 50% may be given in the event of late cancellation (less than 30 days notice)**

The information detailed above can be found at the bottom of your booking confirmation form

In extreme weather conditions the wardens may advise that the activity is modified for reasons of safety. In the event that your session is cancelled due to extreme weather conditions and on advice of the HM Coastguard, a full refund will be given.

## Contact Details

Charmouth Heritage Coast Centre  
Lower Sea Lane  
Charmouth  
Dorset  
DT6 6LL

Tel/Fax: 01297 560772

Email: [info@charmouth.org](mailto:info@charmouth.org)

Website: [www.charmouth.org](http://www.charmouth.org)

## **On the day**

### How to get here

Charmouth Heritage Coast Centre:

From Exeter - take the A30 to Honiton. At Honiton take the A35 towards Dorchester past Axminster and along the dual carriageway to Charmouth. At the roundabout take the 3rd exit on the right, signposted to Charmouth and continue into the village until you reach the pedestrian crossing. At this junction turn right into Lower Sea Lane (signposted the beach). The Centre is on the beachfront at the end of Lower Sea Lane.

From Dorchester - take the A35 to Honiton road passing Bridport. Continue along this road until you see the Charmouth turn off on the left. Drive down this road into the centre of the village. At the pedestrian crossing turn left into Lower Sea Lane (signposted the beach). The Centre is on the beachfront at the end of Lower Sea Lane.



### Parking

Coaches should park at St Andrews Road car park, which is the first right turn off Lower Sea Lane and about a 5-10 minute walk from the Centre. Coaches **SHOULD NOT** be brought down to the car park on the seafront for parking or dropping off.

### Access

There are steps leading up to the front of the Centre and there is also ramp access at the rear of the building.

### Clothing

The students should be suitably dressed for the elements. A waterproof jacket and footwear with a good tread are essential.

### Timings

The time given on the booking form is the time the session will start. Please make sure the group is at the Centre and ready to begin the session at this time. If you are running late please advise the warden team as early as possible.

If you would like to use the Centre outside of the time of your booked session then please contact the warden team to arrange if this is possible. We may have other groups booked in on the same day.

Please let the warden team know of your planned departure time when you arrive so we can make sure the group is back in time.

### Toilets

There are public toilets situated in St Andrews car park on Lower Sea Lane and also behind the Centre in a separate building.

### Lunch and bags

There are grassy areas with picnic benches at Charmouth beach. It may be possible for a group to use the Education Room in the Centre to have lunch but this will depend upon whether the room is in use for other activities. Please contact the warden team prior to your visit to discuss this. Bags can be left in the Centre during the booked session. Please note that the Centre will be open to the public and any belongings are left at your own risk.

### What if the weather is bad

In extreme weather conditions the wardens may advise that the activity is modified for reasons of safety.

### Shop

The Centre has a small shop with books and souvenirs. Please advise the warden team when you arrive if the group wishes to use the shop during your visit. Shopping will need to be done outside of the booked session time.



## Group Responsibilities and Health and safety

- Teachers/guardians remain responsible for the group throughout the visit. Wardens are responsible for tuition of the group and not their discipline. Control and safety of the group is the teachers/guardians responsibility.
- Each group should include a designated first aider and should carry a first aid kit.
- It is recommended/advised that there is a ratio of at least one adult per eight students. All teacher: pupil ratio's should be in line with your own LEA requirements.
- At least one adult/member of staff should act as a spotter to ensure students remain away from the cliffs and the sea.
- The teachers/guardians should ensure that the group arrives adequately dressed and equipped for the activity.
- Our aim is for the wardens to give as much time to the children/students as possible, rather than have to organise the group.
- A safety code will be stated which includes:
  - Keep away from the cliffs, mudflows and the sea.
  - Stones must not be thrown.
  - Watch out for slippery or uneven surfaces.
  - No running at any time.

## **Resources**

The Centre's website is an excellent resource for school groups. There is information on the local area, fossils, geology and marine life and a virtual fossil hunt.

## **Risk assessments**

All of the activities are fully risk assessed. Copies of our risk assessments can be found on pages 8 to 10 and on our website ([www.charmouth.org](http://www.charmouth.org)). If you would like to obtain a signed copy of the risk assessment please contact the warden team.



# CHARMOUTH HERITAGE COAST CENTRE

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## Main Site Risk Assessment Sheet

**Area:** Centre and education room

**Room/section:** Main room

Area/Object	Potential hazard	L	S	RF	Current control measures	Action in event of	Additional control measures	Action Taken Date
General	Trip / fall / slip	3	2	6	Warn sign when floor wet	1 <sup>st</sup> Aid	None	
Microscope TV	Fall	3	2	6	Mountings checked	1 <sup>st</sup> Aid	None	
Shop area	Trip / fall / slip	3	2	6	Keep area clear	1 <sup>st</sup> Aid	None	
Electrical points / plugs	Electrical shock	2	4	8	All unused plugs / covers	999 1 <sup>st</sup> Aid	Test equipment every year	
Touch table rocks	Foot injury	2	3	6	Tidy	1 <sup>st</sup> Aid	None	
Small aquarium	Electrical shock	3	4	12	Tank cover secure	999 1 <sup>st</sup> Aid	Checked daily	
Front steps	Trip / fall / slip	3	2	6	Non slip tread	999 1 <sup>st</sup> Aid	None	
Theatre	Trip / fall	2	3	6	All flooring secure	1 <sup>st</sup> Aid	None	
Fire escape	Blockage	3	4	12	Kept clear at all times	N/A	Regular check	
Fire escape	Door jammed	5	4	20	Inspect – check daily	N/A	Regular check	
Water Taps	Scald	1	3	3	Hot water off at all times	1 <sup>st</sup> Aid	None	
Sharp corners	Injury from corners	3	4	12	Rounded edges / covers	1 <sup>st</sup> Aid	None	

Safety equipment
Assessed by:
Checked by:


Reviewed by:	Date:



# CHARMOUTH HERITAGE COAST CENTRE

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## Fieldwork Safety Risk Assessment Sheet

**ACTIVITY:** Geology and Geomorphology Tour

**LOCATION:** Charmouth Beach

**MAP SHEET/GRID REF:** SY193 360930

**Location Description:**

Beach, Sand, Cobbles, Large boulders

**Likelihood (L) x Severity (S) = Risk Factor (R)**

Area/Object	Potential hazard	L	S	RF	Current control measures	Action in event of	Additional control measures	Action Taken Date
Weather	Cold/heat/burn	4	3	12	Adequate protection	1 <sup>st</sup> aid 999	None	
Cliff	Rockfall injury	1	4	4	Warning statement	999 1 <sup>st</sup> aid	None	
Mudflow	Stuck in mud	1	3	3	Warning statement	999 1 <sup>st</sup> aid	None	
Sea	Drowning/ Near drowning	1	4	4	Warning statement	999 1 <sup>st</sup> aid	None	
Slippery substrate	Fall/slip	2	2	4	Warning statement	1 <sup>st</sup> aid	None	
Hammer	Hand injury	2	2	4	Warning statement	1 <sup>st</sup> aid	None	
Hammer	Eye injury	1	4	4	Warning statement	1 <sup>st</sup> aid	None	
Rocks	Hand injury	2	2	4	Warning statement	1 <sup>st</sup> aid	None	
Pollutants/sharps	Chemical exposure/injury	1	3	3	Warning statement	1 <sup>st</sup> aid Coastguard	None	
Wildlife	Stings/bites	2	2	4	None	1 <sup>st</sup> aid 999	None	
Bacteria	Infection	1	4	4	Wash hands	Doctor	None	
Medical condition	Asthma etc.	1	3	3	Awareness	1 <sup>st</sup> aid 999	None	

Safety Equipment
Assessed by:
Checked by:

Warden first aid kits	Waterproof clothing
Mobile phone	
Radio	

Review risk assessment quarterly	Date:
Reviewed by:	



# CHARMOUTH HERITAGE COAST CENTRE

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## Fieldwork Safety Risk Assessment Sheet

**ACTIVITY:** Fossils and Palaeontology Tour

**LOCATION:** Charmouth Beach

**MAP SHEET/GRID REF:** SY193 360930

**Location Description:**

Beach, Sand, Cobbles, Large boulders

**Likelihood (L) x Severity (S) = Risk Factor (R)**

Area/Object	Potential hazard	L	S	RF	Current control measures	Action in event of	Additional control measures	Action Taken Date
Weather	Cold/heat/burn	4	3	12	Adequate protection	1 <sup>st</sup> aid 999	None	
Cliff	Rockfall injury	1	4	4	Warning statement	999 1 <sup>st</sup> aid	None	
Mudflow	Stuck in mud	1	3	3	Warning statement	999 1 <sup>st</sup> aid	None	
Sea	Drowning/ Near drowning	1	4	4	Warning statement	999 1 <sup>st</sup> aid	None	
Slippery substrate	Fall/slip	2	2	4	Warning statement	1 <sup>st</sup> aid	None	
Hammer	Hand injury	2	2	4	Warning statement	1 <sup>st</sup> aid	None	
Hammer	Eye injury	1	4	4	Warning statement	1 <sup>st</sup> aid	None	
Rocks	Hand injury	2	2	4	Warning statement	1 <sup>st</sup> aid	None	
Pollutants/sharps	Chemical exposure/injury	1	3	3	Warning statement	1 <sup>st</sup> aid Coastguard	None	
Wildlife	Stings/bites	2	2	4	None	1 <sup>st</sup> aid 999	None	
Bacteria	Infection	1	4	4	Wash hands	Doctor	None	
Medical condition	Asthma etc.	1	3	3	Awareness	1 <sup>st</sup> aid 999	None	

Safety Equipment
Assessed by:
Checked by:

Warden first aid kits	Waterproof clothing
Mobile phone	
Radio	

Review risk assessment quarterly	Date:
Reviewed by:	