

# Learning self-led booking form - Hamsterley Forest

This form is for self-led learning visits only and must be completed and returned before your booking can be confirmed in order to avoid clashes with other groups. Please also ensure your session is booked prior to confirming transport as we cannot always guarantee access.

**IMPORTANT: it is not permitted to engage a third party provider (i.e., business) to deliver your session in Hamsterley Forest without prior agreement. Please declare any third party interest.**

## Section 1: Visit Details

<b>A</b>	<b>Date of visit</b>			
<i>Please call first to confirm availability</i>				
<b>B</b>	<b>Arrival time</b>			
<b>C</b>	<b>Departure time</b>			
<b>D</b>	<b>Area of forest to be used</b>			
<i>Please specify area to be used to ensure no clashes with other pre-booked groups</i>				
<b>E</b>	<b>Planned activities during visit</b>			
<i>If your proposed visit includes specialist outward bound sessions which may include activities such as abseiling, led-mountain bike sessions or fire lighting, these may require an additional permit. Contact Forestry Commission rangers on site for further discussion. Telephone 01388 488312 or enquiries.hamsterley@forestry.gsi.gov.uk</i>				
<b>F</b>	<b>Do you require a classroom?</b>	<b>YES*</b>	<b>NO*</b>	<i>*Delete where appropriate</i>
<i>Please note there is a charge for room hire (see section 4)</i>				
<b>G</b>	<b>Additional information</b>			
<i>If you wish to book lunch at Hamsterley Café, please call 01388 488822 Bikes &amp; cycle leaders can be hired from Wood n Wheels on 0333 8008222</i>				

## Section 2: School or group details

<b>A</b>	<b>Name of school or group</b>			
<b>B</b>	<b>Name of group leader(s) during visit</b>			
<b>C</b>	<b>Address</b>			
<b>D</b>	<b>Postcode</b>			
<i>If the contact details will be different during the visit please let us know (e.g., if your group is staying in temporary accommodation)</i>				
<b>E</b>	<b>Telephone</b>			
<b>F</b>	<b>Email</b>			
<b>G</b>	<b>Mobile (during visit)</b>			

## Section 3: Group composition

<b>A</b>	<b>Group type</b>	<b>School*</b>	<b>College*</b>	<b>Community*</b>
<i>*Delete where not applicable</i>		<b>Other* - please specify</b>		
<b>B</b>	<b>School type</b>	<b>LEA*</b>	<b>Independent*</b>	
<i>*Delete where not applicable</i>				
<b>C</b>	<b>LEA (if applicable)</b>			
<i>Non-LEA schools and other groups please attach a copy of your Public Liability Insurance certificate</i>				
<b>D</b>	<b>Number of participants</b>			
	<b>Learning stage (e.g., pre-school, KS1-4, FE, adult)</b>			
	<b>Number of adult helpers (including parents)</b>			

## Section 4: Charges

<b>TOTAL £</b>
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<b>A</b>	<b>Access charges: Coach £18, Minibus £12, Car £6</b>	<b>£</b>
<p><b>PLEASE NOTE – From April 2019 Hamsterley Forest are introducing an Automatic Number Plate Recognition (ANPR) System. It will be your responsibility to inform OASES North East of the number plate of your vehicle prior or just after your visit.</b></p> <p><i>*As group leader, it is your responsibility to ensure all parking charges are paid; this will usually be via invoice from OASES after the date of your visit. *Charges apply to all vehicles whether they stay or access for drop-off only.</i></p>		
<b>B</b>	<b>Classroom hire: £50</b>	<b>£</b>
<p><i>Please confirm availability of room before booking. Key for access to the classrooms is held in a key safe outside the entrance to the rooms, the code for which you will be given upon confirmation of booking.</i></p>		
<b>C</b>	<b>Total payment</b>	<b>£</b>
<b>D</b>	<b>Payment method</b>	<b>Cheque enclosed*</b> <b>Please invoice*</b>
<p><i>*Delete where not applicable. Cheques made payable to 'North East Environment Network'</i></p>		

### Section 5: Guidelines for a safe and enjoyable visit

<p><b>The group leader's responsibilities</b></p> <p>To ensure a safe visit, the group leader and other adult helpers will be expected to take an active part in the visit and will be entirely responsible for discipline, safety and overall control of the group. Group leaders should try to arrange a preliminary visit with Forestry Commission staff to discuss the programmes and the group's needs and to assess the site conditions. This will ensure you know what is there and what you want to get out of your visit. During your pre-visit check, it is recommended you know the location of mobile phone reception, fixed-telephone land line, rendezvous point, parking and access and other practical aspects of your visit such as toilets and refreshments.</p> <p>The group leader must carry out the necessary risk assessments for the visit and the journey to and from the forest or other site. All parental or guardian consents and permissions should be obtained by the group leader before the visit.</p> <p>For school groups the Local Education Authority should lay down the maximum ratio of students to supervisors. It is the group leader's responsibility to ensure that students are wearing appropriate footwear and clothing for the conditions. Weather conditions can change rapidly and forest sites are often muddy – advice should be sought if in doubt.</p>	<p>The forest is a working environment. The group leader will ensure that warning signs and instructions from Forestry Commission staff are heeded, areas where work is in progress are avoided and the group is kept together. In the case of an accident, the group leader and visiting staff must be on hand to give any information about special requirements. The group leader will be responsible for ensuring that at least one supervisor has a basic knowledge of First Aid. Accidents, whether requiring treatment or not, must be reported to FC staff.</p> <p>The school or other group, through the LEA or other insurance, as appropriate, will indemnify the Forestry Commission against all claims arising from any loss or damage, or injury or death to participants and any third parties arising from the educational visit and will, during the period of the visit, maintain an insurance policy with a reputable insurance company for an amount of not less than £5 million in respect of any one claim. The amount of such insurance shall not limit the liability of the school, group or LEA to the Forestry Commission.</p> <p>The group leader is responsible for ensuring all litter is taken away with the group and that no damage is caused to the environment or site facilities.</p>
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### Section 6: Declaration

I wish to apply to visit for the above event. I confirm I have read and understood the notes in Section 5 and I will ensure that the group complies with the conditions outlined.  
All leaders, teachers, and parent helpers & group members will be informed of the above.

<b>Signed</b>		<b>Print name</b>	
<b>Position</b>		<b>Date</b>	

Have you submitted a copy of the following if requested on application?

<b>Risk assessment</b>		<b>Public liability insurance (£5m)</b>		<b>Site map</b>	
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**Please sign and return the whole form to the address below:**  
Outdoor & Sustainability Education Specialists (OASES), The Ewe Centre, Esh Winning Primary School, Durham, DH7 9BE

<b>Email:</b> <a href="mailto:bookings@oasesnortheast.org.uk">bookings@oasesnortheast.org.uk</a>	<b>Telephone:</b> 03000 260535
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