



# THE NOTHE FORT SCHOOL'S INFORMATION PACK

## GUIDANCE NOTES FOR SCHOOL AND COLLEGE VISITS

### Recommended Duration of the Visit

A minimum of 2 hours is recommended for a general visit.

### Opening Times for School/College Visits

1<sup>st</sup> May - 30<sup>th</sup> Sept.      10.30am to 5.30pm (Fort also open to the public during this period)

1<sup>st</sup> Oct. - 30<sup>th</sup> April      10.30am to 4.30pm except Thursdays  
(Fort closed to the public during this period)

The Fort is also open for a two week period during the Easter public holiday between 10.30am and 5.30pm

### How to Find Nothe Fort and Parking

Brown tourist attraction road signs signpost the route from the outskirts of Weymouth to the Fort. There are however several right hand bends and narrow roads along the last section of the journey to the Fort and therefore coach access is extremely difficult. We recommend the coach follows the brown Nothe Fort Direction signs until you reach Brewers Quay roundabout and then take the right hand junction signposted Time Walk and Brewers Quay, this will take you into Newtons Road. We suggest you alight from the coach in Newtons Road. The car park serving Brewers Quay is privately owned and therefore buses are generally not permitted to use this car park.

Proceed to the end of Newtons Road and pass under the footbridge that spans the road. Immediately on your left is a set of steps and a footpath that leads to Nothe Gardens. This footpath runs through the Gardens and ends at Nothe Fort. Keep to the main bituminous macadam footpath until you reach the small car park with a toilet block. This is approximately 100m from the Fort. Proceed across the car park to the toilet block to join the road that leads the Fort's main entrance.

The walk will take approximately 10 minutes and avoids the narrow roads and pavements along Horsfield Road and Barrack Road.

For parties arriving by car there are pay and display car parking facilities in Nothe Gardens, these are approximately 100m from the Fort. Follow the brown tourist attraction signs to Nothe Fort from the outskirts of Weymouth to Nothe Gardens.

### Disabled Facilities

The three main levels of the Fort can be accessed by means of a lift. A viewing platform with a ramp provides panoramic views of the coast and Portland Harbour.

Disabled toilet facilities are provided at Parade Ground level.

### **Risk Assessments**

The control measures, listed below, are based on a risk assessment undertaken by Nothe Fort. A copy of the health and safety risk assessment is enclosed. This risk assessment does not relieve the school or any other person or organisation from their responsibility for undertaking a risk assessment associated with your visit.

### **Risk Assessment Control Measures**

Narrow Access Route to Nothe Fort

We recommend school parties approach the Fort via Nothe Gardens as described above under How to Find Nothe Fort and Parking.

### **Vertical Drops**

Safety fencing and warning signs have been erected throughout the Fort to ensure the public cannot reach areas where there are vertical drops. On no account should any person climb on or over the safety fences.

### **Steep Slopes**

There are several steep grassed slopes that are not adjacent to vertical drops; which are not fenced off. While access to these areas is not prohibited, it is recommended that students are restricted from playing on these areas due to the steepness of the slopes and slippery grass surface that can result from periods of rainfall.

### **Steep Steps**

There are 3 sets of step metal steeps leading from the Parade Ground to the Ramparts. Care must be exercised at all times when using these steps, especially during wet weather when they can become slippery. Extreme care must also be exercised when the steps are being used by a group, or when passing other persons on the steps.

### **Low Level Lighting**

Several areas of the Basement have low-level lighting to recreate the environment that would have been experienced by Victorian soldiers. Care must therefore be exercised when viewing these areas, particularly regarding steps and changes in level.

### **Low Level Temperatures**

The Basement temperature is relatively constant being in the order of 14 degrees Celsius. In addition, the Ramparts are in an exposed position and therefore it is recommended that suitable clothing is worn.

### **Climbing on Exhibits**

Students are permitted to climb on the scout car and anti aircraft gun. A general level of care must be exercised when climbing on these exhibits. Students must be instructed not to climb on exhibits other than the scout car and anti aircraft gun.

### **Evacuation / Fire Procedures**

The Fort is fitted with an automatic fire detection and alarm system. In the event of a fire the alarm will sound and beacons will flash. On hearing the alarm all members of the school party are to evacuate the Fort and proceed to the Parade Ground, unless otherwise instructed over the public address system. The emergency evacuation routes are permanently lit by green exit signs and indicate evacuation routes to the Parade Ground and Nothe Gardens. The person in charge of the party is to take a roll call and record the names of any missing persons. The person in charge is to report the names of any missing persons to the Nothe Fort Fire Marshall and wait for further instructions. The person in charge is responsible for ensuring that their group members remain together as a group and comply with any instruction issued by Fire Marshals.

### **Use of the Lift**

The lift is provided for disabled persons and general use. The lift is not to be for play or any other purpose.

### **Level of Supervision**

We require the school to provide a level of supervision commensurate with the specific requirements of the group to ensure the appropriate level of supervision is provided by the school. A minimum of one teacher / group leader should be provided for every 10 students.

### **Insurance**

Schools must ensure they have the appropriate insurance cover.

### **Acts of Vandalism and Wilful Damage**

The Fort will seek to recover any costs associated with repair or replacement caused by vandalism or wilful damage caused by the school party.

### **Evacuation Experience (Educational Facility)**

The Fort runs an Evacuation Experience for Key Stage 2 – children during World War 2. The Experience includes a shop, school, air raid shelter, ration book exercise, washday and display. This education programme has been running for several years and has become very popular with schools

If you would like further information on the Evacuation Experience please contact the Administration Manager on 01305 766636.

### **Payment**

Payment is to be made on arrival at the Fort by personal cheque (accompanied by a bankers card) or by a cheque from the school. Cheques are to be made payable to Weymouth Civic Society, Nothe Fort Account. A receipt will be issued on request

### **Teacher / Group Leaders, Responsibilities**

The Nothe Fort wishes to ensure that students are protected from harm while in the Fort. In addition to the Fort's responsibilities, we ask that teachers and group leaders exercise their own responsibilities. In particular teachers / leaders shall:

- Ensure they supervise the students at all times.
- In the case of an accident, contact a member of the Fort's staff / volunteer who will follow the Fort's emergency procedures.
- In the case of a lost student, contact a member of the Fort's staff / volunteer who will follow the Fort's lost children procedures.
- Not have in their possession or consume alcoholic beverages or use illegal drugs on the Fort's premises.
- Not verbally or physically abuse a child / young person.
- Inform the group on how to behave while in the Fort.
- Observe all fire precaution and safety procedures.

### **Group Conduct**

The Fort wishes all visitors to have an enjoyable visit. We therefore expect all visitors to display courtesy and respect for others as well as respect for the fabric of the Fort and the Fort's property.

Teachers / group leaders must therefore not allow members of their group to:

- Use threatening, abusive or violent behaviour.
- Bully other members of the group or visitors, either verbally or physically.
- Make any sexist, racist or any other offensive remark towards any other person or group.
- Vandalise the Fort's property or displays.
- Leave litter on the Fort's premises.
- Feed, touch, scare or hurt any animals.
- Enter areas of the Fort that are cordoned off, or cross safety fences.
- Use bad language.
- Smoke.
- Consume alcohol or illegal drugs.
- Eat or drink apart from the café and areas set aside for parties to consume their own refreshments.

In the event that any of the above standards are not followed the Fort reserves the right to refuse admission and / or request the group to leave.

## NOTHE FORT WEYMOUTH SCHOOL / COLLEGE VISITS

**To be completed in advance of the visit and handed into the Reception Desk  
with payment at the beginning of the visit.**

Name of School.....

Address:.....  
.....  
.....

Telephone No.....

E-mail.....

Name of person in charge.....

Date(s) and times of visit.....

Number of students under 14 @ £1 per student.... ..... Cost £.....

Number of students 14 or over @ £4.50 per student.... ..... Cost £.....

Total number of staff/group leaders (Free or charge).....

Conducted Guided Tour @ £1.00 extra per student. Yes/No Cost £.....

Total Cost £.....

I/ We confirm I/we have read the Guidance Notes and will abide by the requirements  
set out in these Notes

Signed .....

Name in capitals

Position .....

Date.....