



Visiting Groups

Most organised activities on the Green are run by Green volunteers and are covered by the Green's insurance arrangements and other appropriate policies. Occasionally organised visits are made by others (Edgar Sewter School, Southwold Railway Trust, individuals active in education and/or conservation – “the Visitors”). In such circumstances, the following checklist must be actioned.

- A. The Visitors are responsible for the provision of appropriate First Aid equipment and expertise for their group.
- B. At least 24 hours before the visit, the Visitors must provide to the Green:
 - 1. evidence of sufficient insurance cover for participants and third parties
 - 2. a completed Risk Assessment (the Green to offer pro formas where helpful)
 - 3. contact information (mobile phone *and* email/ postal address) of at least one adult leader.
- C.. At least 24 hours before the visit, the Green must provide access details for emergency services.
- D. Where Green volunteers are offering active assistance, the Visitors should be aware that Green volunteers do not routinely have DRB (Disclosure and Barring Service / CRB) checks and it is the responsibility of the Visitors to direct Green volunteers as to appropriate assistance where children or vulnerable adults might be involved.
- E. During the visit, other Green users must not be obstructed by the Visitors in any way in their normal full enjoyment and use of the Green.