



Planning information for Educational Groups: Burgh Castle Roman Fort, Norfolk

The Norfolk Archaeological Trust has produced this information sheet to assist teachers in planning their school's visit to Burgh Castle Roman Fort.

Services available

The Trust's trained volunteers can help schools study the Roman period at Burgh Castle Roman Fort through volunteer-led site visits, which can be pre-booked, subject to volunteer availability.

Please see our separate *Burgh Castle Fort Schools Activities Pack* for details on activities, available to download: www.norfarchtrust.org.uk

PLANNING YOUR VISIT

Risk assessment

- **It is the responsibility of teachers and group leaders to complete a risk assessment prior to any site visit being made.**

The following information is intended as a preparatory tool and does not replace a teacher's or group leader's own risk assessment. Please be aware that conditions at historic and rural sites may change rapidly, and that you will need to remain alert at all times during your visit.

- ***Emergencies***

Not all of our volunteers are trained in First Aid. To help you plan your visit Appendix 1 contains information on what to do in an emergency.

- ***General Comments***

Coaches are asked to park tidily in the designated coach parking area to ensure other vehicles can access the site.

Apart from the small open shelters adjacent to the car park area there is no shelter from the weather at the Fort. The Village Hall will be booked as an alternative venue for wet-weather activities if the weather is too bad to remain on site.

There are no toilet facilities on site. Toilets will be made available in the Village Hall, but please be aware that it takes approx. 20 minutes to walk from the Fort ruin to the Village Hall.

The site is rural in nature and managed as hay. Access is by a mixture of hard-surfaced/all access paths and mown grass with reinforcement. The main paths from the car park to the Fort field are hard-surfaced. The path across the field to the fort is level mown grass with reinforcement and is accessible by wheelchair-users with support. Nettles and thistles will be present in the areas off the paths.



During the summer months the hay can be circa 2-3 feet high. Pupils are not allowed to access these hay areas as they might disturb wildlife, and there may also be hidden obstructions present, as well as thistles and nettles.

Surfaces throughout the site may be slippery and uneven.

There are high and very steep banks in the area of the fort ruin, most of which are not fenced off. Steps or graded paths are provided where access is needed and it is not necessary to climb up the steep sides. Be aware that steps can become uneven, and slippery when wet. The banks will be slippery when wet.

As the site is an ancient monument there may be occasional falls of flints. This danger is increased if visitors climb on the walls. **Climbing on any part of the flint walls is therefore prohibited.**

Below the fort on its western boundary there are unfenced reed marshes running along the Angles Way, and a foot bridge over a river creek and adjacent to the open river.

The site is used extensively for walking dogs which are not always kept on leads as requested. Dog faeces may be present. It is recommended that the school provides alcohol-based hand disinfectant/handwipes for use if anyone gets animal faeces on their hands etc. This should be used by all members of the group prior to eating/drinking on site.

The monument is inspected regularly.

- ***Trees***

All the trees on the site are inspected annually by professional arboriculturists. However, storm damage/extremes in temperature/vandalism etc can sometimes affect the stability of apparently healthy trees and branches. Group leaders should be particularly aware of this when undertaking their own risk assessments prior to a visit.

Pupil Supervision

- **Supervision of pupils on site is the responsibility of the school at all times.**

Please do not expect or ask Trust volunteers to control pupil behaviour, lead groups on their own, or accompany children to the toilet etc. They will only be able to participate in your school's visit if you bring adequate numbers of adults to supervise pupil activities.

- ***Group numbers***

Each Trust volunteer can lead groups of 15 pupils maximum but these must be accompanied by at least one other adult provided by the school who will take responsibility for monitoring behaviour of their group.



- ***Under 8s***

If the children visiting the site are under 8 years of age the adult: child ratio provided by the schools should be a least 1 adult per 8 children. It is the responsibility of the school or organisation leading the visit to ensure that this ratio is adhered to. **If there are more than 8 children under 8 years old per adult provided by the school, Trust volunteers will not be able to participate in the visit.**

- ***Special needs***

Please help our volunteers by letting them know in advance if any of your pupils have special needs or behaviour issues which they should be aware of.

Other things to consider before your visit

Practical preparation for the site visit

- **Footwear:** The Roman Fort is a big site and the pupils will need to walk across it to undertake the activities. Sensible, sturdy shoes should be worn, wellies in damp/wet weather.
- **Other clothing:** There is no shelter at the Roman Fort. Depending on the weather waterproofs/warm clothing/sun hats and sun protection should be worn.
- **Toilets:** There are not toilet facilities on site. In an emergency the toilets at the Village Hall will be available but please note it will take approx. 20 minutes to walk from the centre of the Fort site to the Village Hall.

If an individual child needs to be taken to the toilet at any time they must be accompanied by an adult provided by the school. If this happens during a volunteer-led activity the volunteer must not be left without support from a member of the school staff/assistant.

- **Wet weather:** We will assume that you will be arriving whatever the weather. If you decide to cancel your visit on the day due to bad weather, or any other reason, please let us know straight away.

If it is raining heavily when you arrive, or if this happens during the visit, we will suggest that the whole group makes its way to the Village Hall. Specific wet-weather activities are included in the Activities Pack if this situation arises.



- **Other facilities:** There are no refreshment facilities at the site – pupils must bring adequate water and food for the length of the visit.

Booking visits

Option 1: Joint package with Time & Tide Museum, Great Yarmouth

The volunteer team at Burgh Castle Fort work closely with Time & Tide Museum at Gt Yarmouth to provide a joint Roman Day package. This includes a 90 minute session at Time & Tide Museum with Roman re-enactors; and a 90 minute session on site at the Roman Fort. This joint session runs from 9.30am – 2.00pm.

Please note, if your party arrives late either at the Time and Tide Museum or at the Fort site the activities programme will be reduced so that the visits are completed by the set times. It is the school's responsibility to make sure that groups are ready at the required times.

To book a joint package please contact Time & Tide Museum at

- greatyarmouth.bookings@norfolk.gov.uk
- Tel: 01493 743944

Option 2: Volunteer-led, Site-visit only

If you would like to book a separate site visit led by the Trust's volunteer team [i.e. not including a visit to Time & Tide Museum}, please fill in the *Booking Enquiry Form* available to download from the website www.norfarchtrust.org.uk. Once completed, send to info@norfarchtrust.org.uk

Please be aware that our services for schools are undertaken by volunteers. Although we will try hard to fit in with your requirements regarding dates and numbers of activities, it will not always be possible to provide this.

We will get in touch with you as soon as we can to discuss arrangements and any problems we have with providing the services you ask for on the Booking Enquiry Form.

Timing

The Roman Fort site is large! 90 minutes is the minimum time that should be allowed for a visit. Site visits are only available between **May 1st until October half term** - this is because of the lack of shelter at the site.

Option 3: Self-led visits

Schools can undertake self-led visits to the site without volunteer assistance. However, **the school must notify the Trust beforehand** so that we can check your visit does not clash with other visits or activities on the same day.



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Please note, we will not be able to make the Village Hall available for self-led visits.

Fees

We ask for a donation of £15 per visit to cover the costs of the Village Hall hire.



Burgh Castle Fort: What to do in an emergency

Do not hesitate to call 999 in the case of a genuine life-threatening emergency, such as chest pain, shortness of breath, unconsciousness or serious bleeding.

If you believe a person needs to go to hospital, can they get there by car, public transport or taxi? They will not be seen any quicker at the hospital if they arrive by ambulance.

NEAREST HOSPITAL WITH A&E:

**James Paget University Hospitals NHS Foundation Trust,
Lowestoft Road, Gorleston, Great Yarmouth, Norfolk, NR31 6LA.**

Main switchboard number: 01493 452452

4 miles from Burgh Castle to the Hospital: About 10 minutes needed for the journey.

Directions to hospital (see also map on last page):

- Turn right out of the car park onto Butt Lane.
- Continue ahead to a mini-roundabout and take the first exit (New Road).
- At the next roundabout (junction with A143 Beccles Road) take the second exit.
- At the next roundabout take the 2nd exit.
- At the next roundabout take the 2nd exit.
- At the next roundabout take the 2nd exit.
- At the next roundabout take the 2nd exit.
- At the next roundabout (junction with A12) take the first exit over a 'light controlled' pedestrian crossing.
- At the next set of lights turn left into the James Paget Hospital.

SEE MAP AT END OF THIS DOCUMENT

In a medical emergency you should stay calm and dial 999.



You will be asked for some information, including:

- Details of what is wrong and what has happened
- The exact location of the incident:

Burgh Castle Roman Fort, Butt Lane, Burgh Castle, Gt Yarmouth

Nearest post code: NR31 9QF

Grid reference: TG 47964 04994 (car park)

- The phone number you are calling from
- Write your mobile phone number here:

If it is appropriate an ambulance response will be dispatched immediately, but you will be asked to stay on the phone so that the ambulance call-taker can give you medical advice on how best to help the patient. **This will not delay the ambulance response.**

There are a number of ways you can help the ambulance responder or crew before they arrive:

- Stay with the patient until the ambulance or rapid response vehicle arrives. Call back if their condition or location changes
- If you are not near the access road, get someone to wait by the road and signal where the response is required
- If you can, write down the patient's GP's details and collect any medication they may need
- Remember to stay calm - ambulance crews are there to help and violence towards them will not be tolerated.

A traditional ambulance may not be the first vehicle to arrive on scene. It could be:

- A Community First Responder
- A single crewed response vehicle with an emergency care practitioner, paramedic or emergency medical technician
- An air ambulance
- An emergency doctor



PLEASE REPORT ANY ACCIDENTS OR INCIDENTS TO THE TRUST

Non-emergencies

There are a number of other options for less seriously ill or injured people, including:

- Visiting local pharmacy:

The Co-operative Pharmacy
within Millwood Surgery
Mill Lane
Bradwell
Great Yarmouth
NR31 8HS
Tel: 01493 603573

Lloyds Pharmacy
77 Magdalen Way
Gorleston On Sea
Norfolk, NR31 7AA
Tel: 01493 655020

- Visiting the local GP:

South Quay Surgery
35-36 South Quay, Great Yarmouth, Norfolk , Great Yarmouth, NR30 2RG
Tel: 01493 843196
<http://www.southquaysurgery.nhs.uk>

Millwood Surgery
Mill Lane, Great Yarmouth, Norfolk, NR31 8HS
Tel: 01493 661549

NHS 111 Service for non-emergencies

The NHS 111 Service can be contacted free if you feel you need advice or reassurance about a health issue. All calls to NHS 111 are free from land lines and mobile phones.

- **For medical emergencies you should call 999.**

For more information on the East of England Ambulance Service have a look at their website: <http://www.eastamb.nhs.uk/>

