



## Practical Information for Group Visits

- Prior booking is essential for group visits.
- Coach Parking is available in the Fire Station Car Park/Broad Street Car Park in Leominster. This is a short walk from Grange Court, with only one quiet road to cross.
- Grange Court can accommodate groups of up to **30** children, or one class, at a time.
- Grange Court is entirely accessible for people with disabilities. The building has lift access to all floors and two large disabled toilet facilities. We also have a wheelchair available for anyone with mobility difficulties.
- LARC Development Trust and Grange Court have full public liability and events insurance of up to £10 million.
- Risk assessments for the building and the workshop have been carried out – attached – and additional risk assessments will be performed before each new workshop or activity.
- All staff and volunteers have full disclosure DBS checks.
- Snacks and packed lunches can be eaten in the Education Room or outside if the weather is fine. There is a café on site should anyone wish to purchase snacks.
- Staff and volunteers at Grange Court are not responsible for behaviour and discipline of children.
- LARC Development Trust require a ratio of at least 1:8 adults to children in year 4 and below and 1:10 adults to children for children in year 5 and above.
- There is a First Aid kit behind the Reception. The Heritage Development Worker is a qualified First Aider.
- Fire Alarm procedures will be explained thoroughly at the beginning of every session.
- Grange Court is reliant on a team of volunteers. Bookings will only be confirmed when there are enough volunteers available to assist on the date required.