

## Living with Water Learning Lab

This factsheet contains information to help you get the best out of your visit to Yorkshire Water. We aim to provide you with an exciting and informative experience, bringing to life how we can all live with water and showcasing science, technology, engineering and maths in the workplace.

### Education Centre Advisers

Our Education Centre visits are run by dedicated colleagues who either have a water industry or educational background. Our Education Advisers are well-prepared to adapt language and activities to suit all our visitors – whether it be primary, secondary, university students or special interest groups. Each member of the team has received an enhanced certificate from the Disclosure and Barring Service. At the Living with Water Learning Lab there will be one Education Adviser leading the session. All groups are requested to bring a minimum of **1 adult to every 8 students under 16 years of age**.

### Living with Water Learning Lab

Our visits are suitable for all ages from 7 years upwards and particularly focused for the Key Stage 2 age group.

Visitors with additional needs are welcomed at the Living with Water Learning Lab.

We open the Learning Lab for pre-planned visits only. Visit co-ordinators wishing to undertake a pre-visit check/risk assessment should contact our Education Team to make suitable arrangements.

The centre has a designated area for visits and toilets are available.

For visitors taking part in one of our full day programmes, there is a space available for you to eat lunch.

### Safety on Site

Please note that the Education Centre is located in an annex of Wilberforce College and we follow their protocols & policies including Child Protection, eSafety, Safeguarding and Dynamic Lockdown procedures.

We have prepared a Risk Assessment for your information.

Visiting groups are required to bring a qualified First Aider. A basic first aid kit is available at the Learning Lab should you require it.

Risk is very limited. Visitors are chaperoned at all times by our Education Adviser. A safety talk is given at the start of every session and is compulsory

We will ensure a safe visit in all circumstances and will cease sessions, or parts of it, if necessary, to ensure visitor safety.

## Pre-Visit Work for Educational Visits

Teachers may wish to arrange pre-visit work for their students during class time, however a basic understanding of the water cycle is our minimum requirement. Downloadable resources are available on the Yorkshire Water website. **When you make your booking, we will email you a link to our booking portal.**

**Please complete the form so we can correctly prepare for your session.**

The work covered in your visit has been structured to address the following key requirements of the National Curriculum Scheme of Work.

**GEOGRAPHY** Rivers  
Water Cycle

**SCIENCE** State of Matter  
Properties & Changes in Materials

We have designed the centre and visit to provide many opportunities for stimulating extension work across the curriculum, including Literacy and Numeracy.

<b>RISK ASSESSMENT FOR:</b>	<b>LOCATION:</b>	<b>ASSESSMENT UNDERTAKEN</b>
Living with Water Learning Lab Site Visit	Wilberforce College	September 2023

<b>HAZARDS</b>	<b>THOSE AT RISK</b>	<b>EXISTING CONTROLS</b>	<b>FURTHER ACTION &amp; ACCOUNTABILITY</b>
<b>1. General Site Activity</b>	Visitors	Visitors will be accompanied by a trained & experienced Education Adviser, who is enhanced DBS checked and has undertaken first aid and fire marshal training. One Education Adviser will be present for a standard primary school class.	<b>Education Advisers will teach the session. School staff are asked to monitor behaviour and always accompany students during the session.</b>
<b>2. Site Access/Supervision</b>	Visitors	Bring 1 adult for every 8 students (under 16). Visitors must keep to the designated pathways. A safety induction talk will take place at the start of each visit.	<b>Action:</b> Tour co-ordinators to adhere to adult: student ratio.
<b>3. Visitors leaving the main group during the session</b>	Visitors	Students and adults must stay with their class during the visit and not venture into the other areas of the college. In order to maintain a physical barrier between the students in the Learning Lab, and college students/staff, electronic door locks are fitted to both the internal and external access doors. These are programmed and require a fob to exit – this helps ensure younger students cannot ‘wander’ out of the controlled area. These access doors are linked to the fire system and automatically deactivate if a fire alarm is sounded and there is an emergency override beside each door.	<b>Action:</b> Tour co-ordinators to ensure the adequate supervision of students and adults.
<b>4. Slips/Trips and Falls (Slippery/Uneven Floors)</b>	Visitors	The areas used by Yorkshire Water will be walked every morning by the Education Adviser to identify any possible hazards. Hazard markings are placed if they are required. Away from the main building, all visitors must stay on designated paths. A First Aid Kit is available in the Learning Lab. Water spillages should be identified & cleaned up immediately.	<b>Action:</b> Tour groups should include a designated First Aider. Tour co-ordinators to ensure all visitors adhere to designated routes/paths.
<b>5. Food Hygiene &amp; Lunchtime Supervision</b>	Visitors	There are no lunchtime facilities on site for visiting groups attending a half-day session (morning or afternoon). Lunch facilities for full day visits will be provided and the tour party are asked to eat in the designated area. Tour co-ordinators are responsible for supervising their group during this time period. As the centre is located within Wilberforce College, there are no designated outdoor spaces for students to access as the site will be open to other students and adults.	<b>Action:</b> Tour co-ordinators to be responsible for supervision of their party at lunchtime. Please note there are no outside play facilities.
<b>6. Vehicles and Vehicle Movement</b>	Visitors	On arrival, please adhere to site speed limits. The Education Adviser will meet the coach/minibus at the main entrance, where students will unload and move to the security of the paved area. Students will be led around the perimeter path to the main entrance door to the Learning Hub.	<b>Action:</b> Tour co-ordinators to remind their party about road safety. Tour co-ordinators to ensure students are supervised whilst crossing any roads.

<p><b>7. Fire/Explosion</b></p>	<p>Visitors</p>	<p>Education Advisers are briefed on the fire evacuation &amp; dynamic lockdown procedures for Wilberforce College.</p> <p>A Fire Risk Assessment is in place incorporating actions when visitors are on site.</p> <p>Escape Routes and signage are in place around the site – please familiarise yourselves with these on arrival.</p>	<p><b>Action:</b></p> <p>Tour co-ordinators to note emergency exits on arrival and follow instructions in the event of an emergency.</p>
<p><b>8. Electricity</b></p>	<p>Visitors</p>	<p>Electrical items are PAT tested.</p> <p>Education Advisers and Teachers are to supervise students during practical educational activities.</p>	<p><b>Action:</b></p> <p>Only PAT tested items to be used within the Learning Lab.</p>
<p><b>9. GDPR</b></p>	<p>Visitors</p>	<p>Details of your visit are held on our secure booking system. When completing a booking enquiry, you will be asked to accept the Yorkshire Water privacy statement. Any information relating to your tour group should be submitted using the links provided and no names detailed.</p> <p>For adult tour groups not arriving by coach/minibus, you are required to provide a list of names so we can monitor access to our centre. This will be securely destroyed following your visit.</p>	<p><b>Action:</b></p> <p>Tour co-ordinators to complete all requests for information via the education booking portal.</p> <p>For adult groups only – tour coordinators to provide a list of attendees.</p>