

## Headingley Education Centre

This leaflet 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 clean water arrives at your home 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.

For visits comprising of primary school students, there will usually be a minimum of two Education Advisers leading the session. All groups are advised to bring a minimum of **1 adult to every 8 students under 16 years of age**.

### Education Centre Visits

Our visits are suitable for all ages from 7 years upwards.

Visitors with additional needs are welcomed at Headingley but we are unable to accommodate wheelchair access because the site requires access via a series of stairs.

We open the Education Centre 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 treatment works 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 at an operational Yorkshire Water treatment works and as such we have to implement safety precautions. We have prepared a Risk Assessment for your information and can confirm that our Health and Safety Team have authorised the route taken by visitors.

Students and adults are advised to wear suitable footwear and clothing (flat shoes and warm, outdoor clothing as the treatment works is typically colder than expected).

Hi-Vis waistcoats and safety helmets will be made available for the tour and are compulsory.

Visiting groups are requested to bring a qualified First Aider. A basic first aid kit is available at the Education Centre should you require it.

Risk is very limited. Visitors are chaperoned at all times by our Education Centre Advisers. Barriers and mesh separate visitors from any areas of high hazard. A safety talk is given at the start of every session and is compulsory. Please be aware that this is a working site. Visit co-ordinators should note that our site is fully operational and occasionally incidents do occur which may affect the treatment process and our tour of the site.

Contractors may be on site undertaking building work. We will ensure a safe tour in all circumstances and will cease tours, 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 or you can order a class resource pack. **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>
Education Centre Site Visit	Headingley Education Centre & WtW	October 2019

HAZARDS	THOSE AT RISK	EXISTING CONTROLS	FURTHER ACTION & ACCOUNTABILITY
<b>1. General Site Activity</b>	Visitors	Visitors will be accompanied by trained & experienced Education Advisers, who are enhanced DBS checked and have undertaken first aid and fire marshal training. Two Education Advisers will be present for a standard primary school class.	<b>No further action required.</b>
<b>2. Site Access/Supervision</b>	Visitors	Please bring 1 adult for every 8 students (under 16). A safety induction talk will take place at the start of each visit. The site is not suitable for wheelchair users.	<b>Action:</b> Tour co-ordinators to adhere to adult : student ratio & note wheelchair suitability.
<b>3. Visitors leaving the main tour groups during the session</b>	Visitors	Students and adults must stay with their tour groups during the Education visits.	<b>Action:</b> Tour co-ordinators to ensure the adequate supervision of students and adults.
<b>4a Slips/Trips and Falls (Slippery/Uneven Floors)</b>	Visitors	A pre-determined route is walked every morning by the Education Advisers 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 Education Centre.	<b>Action:</b> Tour groups should include a designated First Aider. Tour co-ordinators to ensure all visitors adhere to designated routes/paths.
<b>4b. Slips/Trips and Falls (Falls From Height)</b>	Visitors	Barriers and mesh are installed throughout the pre-determined route in the water treatment works. Some areas of the tour route may involve walking on metal grids and stairs.	<b>Action:</b> Tour co-ordinators to inform their party that some walk areas involve metal grids and heights.
<b>4c. Slips/Trips and Falls</b>	Visitors	Students and adults are required to wear suitable footwear and bring appropriate outdoor clothing as the water treatment works is generally a cooler environment than expected and the visit includes sections which are outdoors. Hi-vis waistcoats and safety helmets will be made available for tour visits and are compulsory.	<b>Action:</b> Tour co-ordinators to ensure all visitors wear appropriate footwear and clothing, hi-vis waistcoats and safety helmets.
<b>5. Site Maintenance/ Building Work</b>	Visitors	A pre-determined route is walked every morning by Education Advisers to identify any possible hazards. YW Operators and Contract Partners are informed that visitors are on site.	<b>Action:</b> Tour co-ordinators are to inform their party that maintenance work may be undertaken and contractors could be on site.
<b>6. 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 Headingley WtW is an operational site with vehicles & plant being moved, there are no facilities outside.	<b>Action:</b> Tour co-ordinators to be responsible for supervision of their party at lunchtime.
<b>7. Moving Parts</b>	Visitors	A pre-determined route is walked prior to the tour to identify possible hazards. Guards are in place to prevent visitors from making contact with the machinery.	<b>Action:</b> Tour co-ordinators to instruct all visitors not to touch the machinery.
<b>8. Vehicles and Vehicle Movement</b>	Visitors	On arrival please adhere to site speed limits and wait to be met by the Education Team at the specified car park. Visitors have limited exposure to walking around the site as the majority of the tour is inside. Visitors are required to wear personal protective equipment during site tours which are compulsory.	<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.
<b>9. Fire/Explosion</b>	Visitors	Education Advisers are briefed on the fire evacuation procedures. A Fire Risk Assessment is in place incorporating actions when visitors are on site. Escape Routes and signage are in place around the site.	<b>Action:</b> Tour co-ordinators to note emergency exits on arrival and follow instructions in the event of an emergency.
<b>10. Electricity</b>	Visitors	Electrical items are PAT tested. Education Advisers and Teachers are to supervise students during practical educational activities.	<b>Action:</b> Only PAT tested items to be used within the education centre.
<b>11. Drowning or engulfment</b>	Visitors	The designated tour route includes tanks with handrails and are in filled with mesh. Lifebuoys are available.	<b>Action:</b> Tour co-ordinators must ensure adequate supervision of students and adults at all times.