

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 asked 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 8 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 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. Suitable footwear means a full shoe with a firm sole – no high heels, sandals, flip flops or mules allowed. Please wear warm, outdoor clothing as the treatment works is typically colder than expected).

Hi-vis waistcoats, safety helmets, glasses and gloves will be made available for the tour and are compulsory.

Visiting groups are asked 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 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 planned 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.

RISK ASSESSMENT FOR:	LOCATION:	ASSESSMENT UNDERTAKEN
Education Centre Site Visit	Headingley Education Centre & WtW	January 2022

HAZARDS	THOSE AT RISK	EXISTING CONTROLS	FURTHER ACTION & ACCOUNTABILITY
1. General Site Activity	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.	No further action required.
2. Site Access/Supervision	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.	Action: Tour co-ordinators to adhere to adult: student ratio & note wheelchair suitability.
3. Visitors leaving the main tour groups during the session	Visitors	Students and adults must stay with their tour groups during the Education visits.	Action: Tour co-ordinators to ensure the adequate supervision of students and adults.
4a Slips/Trips and Falls (Slippery/Uneven Floors)	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.	Action: Tour groups should include a designated First Aider. Tour co-ordinators to ensure all visitors adhere to designated routes/paths.
4b. Slips/Trips and Falls (Falls from Height)	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.	Action: Tour co-ordinators to inform their party that some walk areas involve metal grids and heights.
4c. Slips/Trips and Falls	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, safety helmets, gloves and glasses will be made available for tour visits and are compulsory.	Action: Tour co-ordinators to ensure all visitors wear appropriate footwear and clothing, hi-vis waistcoats, safety helmets, gloves and glasses. Suitable footwear means a full shoe with a firm sole – no high heels, sandals, flip flops or mules allowed.
5. Site Maintenance/ Building Work	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.	Action: Tour co-ordinators are to inform their party that maintenance work may be undertaken, and contractors could be on site.
6. Food Hygiene & Lunchtime Supervision	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 in the centre & 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. Teaching staff are asked to supervise toilet visits and use the designated toilet facilities.	Action: Tour co-ordinators to be responsible for supervision of their party at lunchtime. No movement outside of the education centre unless supervised visits to the designated toilet facilities.

7. Site hygiene	Visitors	All visitors to use hand sanitiser before accessing the building. Hand sanitisers will be available and hand washing facilities will also be available. Touch points will be sanitised after each school group including headphones, door handles and computer equipment.	Action: Please bring sufficient hand sanitiser for your whole group. Tour co-ordinators to ensure students use hand sanitisers before entering the Yorkshire Water site. Within the site, visitors are encouraged to use hand washing facilities provided.
8. COVID-19	Education Team & Adult Visitors	The Education Advisers will teach from 'the front'. All Education Advisers will use Lateral Flow Tests twice a week and are fully vaccinated. Education Advisers will wear a visor when delivering the sessions. Visiting groups should ensure that individuals with any symptoms do not attend, and any adults attending on behalf of the school (staff or parents) should provide evidence of a negative Lateral Flow Test prior to their attendance on site. All adult and secondary school visitors are required to wear a mask when moving around the site.	Action: All visitors to be well and not displaying any symptoms. Adults to complete a Lateral Flow test before arrival on site. Adults and secondary school students to wear masks when moving around the site. These should be provided by the individuals and Group Leaders should ensure they have enough spares in case they are required.
9. Moving Parts	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.	Action: Tour co-ordinators to instruct all visitors not to touch the machinery.
10. Vehicles and Vehicle Movement	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.	Action: Tour co-ordinators to remind their party about road safety. Tour co-ordinators to ensure students are supervised whilst crossing any roads.
11. Fire/Explosion	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.	Action: Tour co-ordinators to note emergency exits on arrival and follow instructions in the event of an emergency.
12. Electricity	Visitors	Electrical items are PAT tested. Education Advisers and Teachers are to supervise students during practical educational activities.	Action: Only PAT tested items to be used within the education centre.
13. Drowning or engulfment	Visitors	The designated tour route includes tanks with handrails and are in filled with mesh. Lifebuoys are available.	Action: Tour co-ordinators must ensure adequate supervision of students and adults at all times.
14. GDPR	Visitors	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. 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 site. This will be securely destroyed following your visit.	Action: Tour co-ordinators to complete all requests for information via the education booking portal. For adult groups only – tour coordinators to provide a list of attendees.