

## 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. Using our main entrance, the education centre is on the first floor, reached by 2 flights of stairs. Access for wheelchair users is via a side entrance where the lift is located. Please inform our education team if your group have any specific needs.

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.

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

The treatment works has a designated area for visits and toilets are available. The toilets used for visitors are gender neutral and we require teachers to supervise students using these facilities.

### 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.

**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	September 2024

<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 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>Education Advisers will teach the session.</b> <b>School staff are asked to monitor behaviour and always accompany students during the session.</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.	<b>Action:</b> Group leaders 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> Group leaders 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. Group leaders 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> Group leaders 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, safety helmets, gloves and glasses will be made available for tour visits and are compulsory.	<b>Action:</b> Group leaders 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.
<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> Group leaders 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 in the centre & the tour party are asked to eat in the designated area. Group Leaders & teaching staff 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> Group leaders and teaching staff 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.

		Teaching staff are asked to supervise toilet visits and use the designated toilet facilities.	Teaching staff are required to supervise students using the toilet facilities.
<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> Group leaders 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> Group leaders to remind their party about road safety. Group leaders 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> Group leaders 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 teaching staff 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> Group leaders to ensure adequate supervision of students and adults at all times.
<b>12. GDPR</b>	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.	<b>Action:</b> Group leaders to complete all requests for information via the education booking portal.  For adult groups only – group leaders to provide a list of attendees.