



Viridor laing (Greater Manchester) Limited

## Guidance on making a school group visit to Viridor Laing (Greater Manchester) Ltd The Waste Experience Centres





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## Introduction

This guidance aims to inform all those responsible for the management of a site visit, of the good practice identified which allows visits to proceed with confidence, knowing that all reasonable precautions have been taken to ensure the safety of the participants.

### *What we will provide*

Viridor Laing (Greater Manchester) Ltd (VLGM) is committed to providing a well organised, interesting, interactive visit.

We will provide an experienced, knowledgeable facilitator who will:

- Ensure the visit enables the pupils / students to achieve the learning outcomes intended and as shown on the session plan
- Ensure that adequate arrangements are planned and implemented for the safety and well being of all participants while on the visit.
- Ensure that all staff are fully briefed as to their roles and responsibilities.
- Ensure that all participants conduct themselves with due respect for the working environment

On the confirmation of your visit, the VLGM visit leader will provide you with:

- A session plan
- Relevant risk assessment information
- Directions to the site
- 'making a site visit' guidance
- Ethnicity monitoring form (see page 6)

### Terms used in this guidance

**Group leader** = the person who retains overall responsibility for the group for the duration of the visit E.g. Qualified teacher appointed or approved by the Head teacher of the school to organise and deliver this visit.

**Visit leader** = the VLGM person responsible for coordinating and delivering the visit activities on the day. E.g. the VLGM Education officer



Visit checklist

Use this checklist to help you prepare for your visit

ACTION	ACTION DONE	Notes
<b>Pre visit preparations</b>		
Follow your school / Local authority visits procedures		
When booking your coach for Pilsworth visits, please make it clear that they will need to stay for the first 1.5 hours to transport the group between the power plant and landfill site.		
Discuss / Agree arrival and departure times with VLGM visit leader also any special visit requirements e.g. SEN /mobility		
Read through and share the risk assessment action points with any staff / parent helpers who will be accompanying the group		
Agree roles and responsibilities with any staff / parent helpers who will be accompanying the group		
Inform group / parents of the recommended clothing and footwear/ packed lunch as appropriate (see page 5)		
Obtain parental photographic consent (if you have been requested by VLGM visit leader)(See page 5)		
Provide a mobile phone contact to VLGM visit leader (unless already done so on booking form)		
<b>On the day</b>		
Bring a class names list for health & safety purposes (e.g. on site register for fire evacuation)		
Bring a completed ethnicity monitoring information form for your group (see appendix1)		
Be clear exactly <i>where</i> you are meeting the education staff as the education centres at both the Bolton TRF site and the Pilsworth landfill site are not on the main sites.		
Bring consent forms / medicines etc as appropriate		
Obtain and bring on the day a mobile phone and - a contact phone number for VLGM visit leader education staff in case of delay		



## VLGM Safe Operating procedures and information

### Risk Assessment - RA-SOP

All visit organisers must follow their own school / Local Authority requirements with regard to school visits and prepare their own risk assessment as required.

VLGM has compiled an independent risk assessment to identify significant foreseeable risks to participants of Educational Site Visits. We have taken necessary precautions to reduce the risk of harm to an acceptable level while recognising that it cannot be entirely eliminated. The VLGM visit leader has a responsibility to ensure all participants adhere to company safety rules and regulations while on site and may enforce them where necessary.

You (and any other accompanying adults) should familiarise yourself with these risks / hazards and what precautions will be taken to minimise these risks. Any participant not complying with these regulations, thus placing themselves or other party members at risk, will be requested to withdraw from activities. Schools are requested to provide suitable additional support for pupils likely to exhibit behaviour that might prejudice their own safety or that of others.

School staff are welcome to visit the site prior to a proposed visit by appointment only. The VLGM Officer will be happy to discuss the risk assessment and individual group needs and to assist the planning of a programme of work to ensure pupils get the most from their experience.

### *Staffing ratios and split parties*

It is expected that visits to the sites will be adequately staffed by the school.

As a minimum, VLGM will accept the following ratios

Key stage 2:                                    1 adult : 8 pupils + the VLGM visit leader  
Key stages 3 and over:                    1 adult : 15 students + the VLGM visit leader

*(If meeting these ratio requirements will prove a barrier to you being able to participate - then please get in touch to discuss specific options).*

Higher staff / pupil ratios will generally be needed where the party includes pupils who have physical, emotional or learning difficulties or any medical conditions pertinent to their participation in activities offered. Individuals with accessibility requirements will be assessed before admission to the plant area can be agreed but VLGM hopes to include all guests where practical.

**Split parties:** It is assumed that the average class size is 30 pupils. If you have more than this, please contact the education staff to discuss options and arrangements. During a school visit and depending on the size of the party, it may be necessary to split the group for periods of time into smaller groups. The ratio of staff to pupils for each group should be determined by the group leader, taking



account the nature of the pupils and experience of staff concerned. However, it is expected that the group leader will always be in a position to offer assistance promptly should the need arise.

### *CRB and child protection*

VLGM Education Officers have undergone an Enhanced Criminal Records Bureau check. On any visit to our sites, there will be non CRB checked individuals (employees or members of the public). These individuals may or may not be directly involved in the visit. For example, they may lead a small, accompanied group on site. However, the involvement of non CRB checked individuals will be managed and controlled. They will never be in a position where they will have prolonged, unobserved access to any vulnerable children or adults.

### *Parental Consent*

VLGM may, on occasions, wish to publish features in news articles both internally and externally and may request that schools obtain parental / carer consent before permitting any recording or publication of images of pupils.

### *Physical Protection and first aid*

- Personal protective equipment (PPE) will be supplied by VLGM . All members of the party will be issued with a high visibility vest and hard hat and are expected to follow instructions of when to wear these. All participants are requested to wear sensible clothing appropriate to the time of year as obviously a significant proportion of the visit will take place outside.
- Good, strong sensible footwear suitable for an industrial environment is particularly important. No thin soled shoes (such as dolly shoes), high heels or open toe sandals. Please stress this on any pre visit correspondence to parents / guardians.
- There may be occasions when the group will be issued with protective safety glasses to protect from dust or ear defenders for noise.
- Participants will actively be discouraged to pick up or touch any items whilst visiting these waste management facilities. However, we advise that all visit participants cover wounds, cuts and grazes with water proof dressings.
- Hand washing facilities / hand wash gel will be available and their use encouraged during the visit.
- VLGM Education Officers are nominated First Aiders and there will be additional trained first aid staff on each site and first aid kits available. VLGM reports and records all incidents as per company policy; however schools are also required to follow their own incident reporting procedures.



### *Personal property*

At the education centres, it will be possible to lock away personal items prior to going on site should it be necessary.

### School Group Responsibilities

Responsibility lies with the school for the management of pupil activity and pastoral care during the visit. However, the VLG Education Officer will assist the school in ensuring a safe and productive visit.

Specifically, the school / group leader is responsible for:

- Maintaining good order and discipline and dealing with persistent misbehaviour
- Supervising pupils during activities and supervising movement of pupils around the site (e.g. to and from the coach, between activities) and ensuring safety instructions are adhered to by pupils
- Dividing pupils into activity groups
- Informing the visit leader of any incident that has implications for pupils' health and safety, their general welfare or the good order of the visit as a whole.
- Ensuring that additional adult helpers are clear about their roles and responsibilities

### Photography agreement

Groups and individuals are welcome to take photographs during a visit but must agree to the following:

- To seek permission and approval for any individual images that you wish to publish in the public domain. In other words, if you wish to use a particular image on for example, a newsletter to home, a school website etc that will be seen outside of your school / organisation you will contact the education officers to approve that image.  
We will reserve the right to take action should you use the image in any way described without having obtained prior approval.
- You are welcome to use other images internally, for example on powerpoint presentations, pictures on classroom wall displays etc without approval.

Unless you write to us specifically to the contrary, we will take your reading of this document as your agreement to comply with the above conditions.



### Post visit evaluation

VLGM welcomes feedback on visits to assist future planning and is committed to improving standards in all areas. As part of this commitment we request that schools and pupils take part in our evaluation and monitoring scheme by completing the forms provided at the time of the visit. We may be asked to report on visit numbers and ethnicity by Greater Manchester Waste Disposal Authority and request your support in providing this information prior to the visit. Please use the form on page 8.

### Contingency

These visits are to operational sites and as such the site may be closed at short notice. In this event we will endeavour to make alternative arrangements for your activity to take place on the same day but circumstances may dictate that the visit is postponed. It is vital that mobile contact numbers have been exchanged prior to the visit for this or any other unforeseen problem with the visit e.g. transport, traffic, illness etc.

### Complaints

In the event that you are unhappy with your visit, you are encouraged to discuss it in the first instance with the Education Officer. However, should you wish to make a formal complaint please contact:  
cimservice@gmwaste.co.uk  
phone: 01204 854210

**We look forward to working with you and your school**

Should you wish to discuss anything with regard to your visit please use the numbers below.

### Contact us

#### Education Officers:

Alison Heaton: 01204 374 223 (direct dial Hurstwood Court Bolton)  
Denise Catley: 01204 374 222 (direct dial Hurstwood Court Bolton)

Postal address: e mail: [education@viridor-laing.co.uk](mailto:education@viridor-laing.co.uk)

The Education Officer  
Viridor Laing (Greater Manchester) Ltd  
Unit 4 Hurstwood Court  
Raikes Lane Industrial Estate  
Bolton  
BL3 2NP



Appendix 1

Ethnic and Cultural Heritage monitoring

Please give your best estimation of numbers or percentages of diversity within your group as below

category	Number individuals	
White British		
White Irish		
Any other white background		Please specify
Black or Black British Caribbean		
Black or Black British African		
Any other Black background		Please specify
Asian or Asian British Indian		
Asian or Asian British Pakistani		
Asian or Asian British Bangladeshi		
Any other Asian background		Please specify
Mixed White and Black Caribbean		
Mixed White and Black African		
Mixed White and Asian		
Any other mixed background		Please specify
Chinese		
Other Ethnic Group		Please specify



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