

# Maple Lodge Sewage Treatment Works

## Education Pack – Information for teachers

We look forward to welcoming you and your students to Maple Lodge Sewage Treatment Works and we hope you have an enjoyable and memorable experience when you visit. To make your trip go as smoothly as possible we have prepared some documents that you might find useful.

In this information pack you will find:

- An **introduction to Thames Water**
- Information about how you can **prepare for your visit**.
- **Directions** to the site.
- **Health and safety** information including our risk assessment guidance



If you have any questions about your visit during your preparation please contact our education centres manager, Paul Hampton at [school.bookings@thameswater.co.uk](mailto:school.bookings@thameswater.co.uk) or call on 07747645090

## Who are we and what do we do?

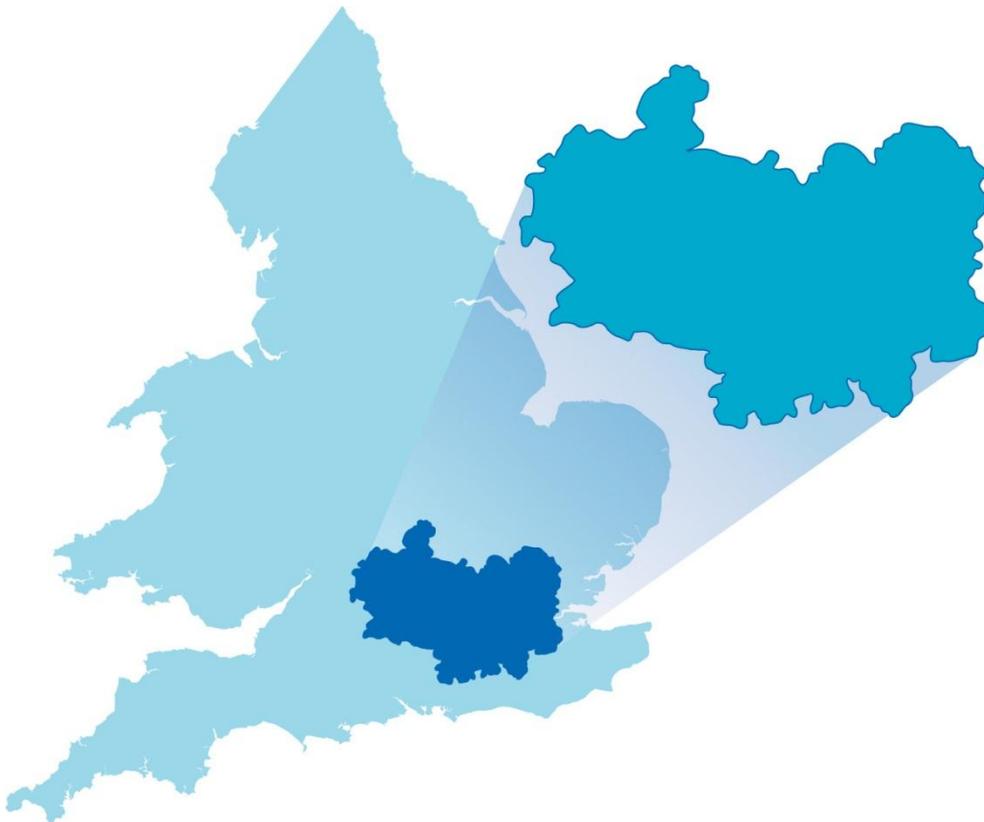
### Thames Water

We are the UK's largest water and sewerage company, supplying 8.8 million people with drinking water and providing wastewater services to 14 million. Our area covers 5,000 square miles across London and the Thames Valley.

We carry out around 500,000 tests per year to ensure our drinking water meets stringent UK and European standards.

On an average day, we also remove and treat more than 4 billion litres of wastewater across the region.

Our 350 sewage treatment works include Beckton, in east London, which is the UK's biggest and one of the largest in Europe. Several of these works create renewable energy, making us the biggest generator of 'green power' within the M25.



## Preparing for your visit

### Some activities to prepare

You might have already looked at some of our online resources for schools, but if you haven't, now would be a perfect time. We have a selection of different resources which could be used in assemblies, in class or for homework.

<http://www.thameswater.co.uk/about-us/15783.htm>

Our podcasts are a fantastic tool to get your students thinking about the way they use water. They would make an excellent resource to use before your visit.

Our 'Water Matters' or 'Aquabatics' resource packs also have some great ideas for follow up activities at home or at school.

### Before you arrive

There are a few practical things that you can do prior to your visit. There are also some things to consider which might help enhance the learning of your students on the day.

If you would like to organise a pre-visit inspection then please get in touch and we can arrange a suitable appointment.

Travel arrangements need to be made. Although there is no cost for the visit to our site you will be responsible for the cost and organisation of your travel arrangements. **Your transport will need to stay with you, as there is a short drive from the classroom to the tour on site.**

Make sure your booking is up to date and correct. If the numbers of students you want to bring increases, or your groups circumstances change make sure you let us know so we are prepared for you when you arrive. Our classroom is able to cater for a maximum of 30 children.

Have you checked you are able to meet your responsibilities in terms of our health and safety requirements? You can check what we expect in terms of supervision ratios, first-aid, visitor registers etc. further into this document. So we know you have understood your obligations, it is important that your party leader signs and returns the acknowledgement slip.

Your group can bring food and drink if they choose, but it can only be consumed in the classroom.

Toilet facilities, including a disabled toilet are available within the education building.

## When you arrive

There are some directions to the site and arrival instructions included below. The Education Centre is located in the Chiltern Sports and Social Club found just before the entrance to the sewage works.

## Cancellation

If you are no longer able to make the date you have booked then please contact us as soon as possible. We will attempt to re-arrange a date with you at a mutually convenient date.

In the rare event we have to cancel a visit we will let you know as soon as possible with the contact details provided in your booking form. We would look to cancel a visit for adverse weather conditions i.e. snow and ice on the ground or an operational incident which would render the site unsafe for visitors.

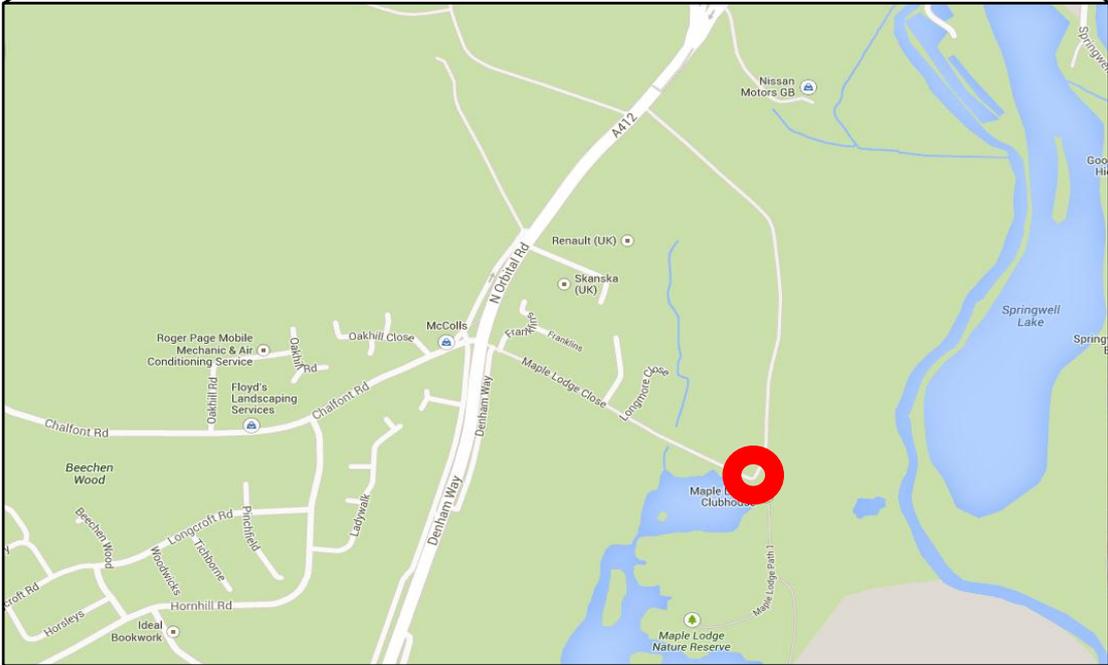
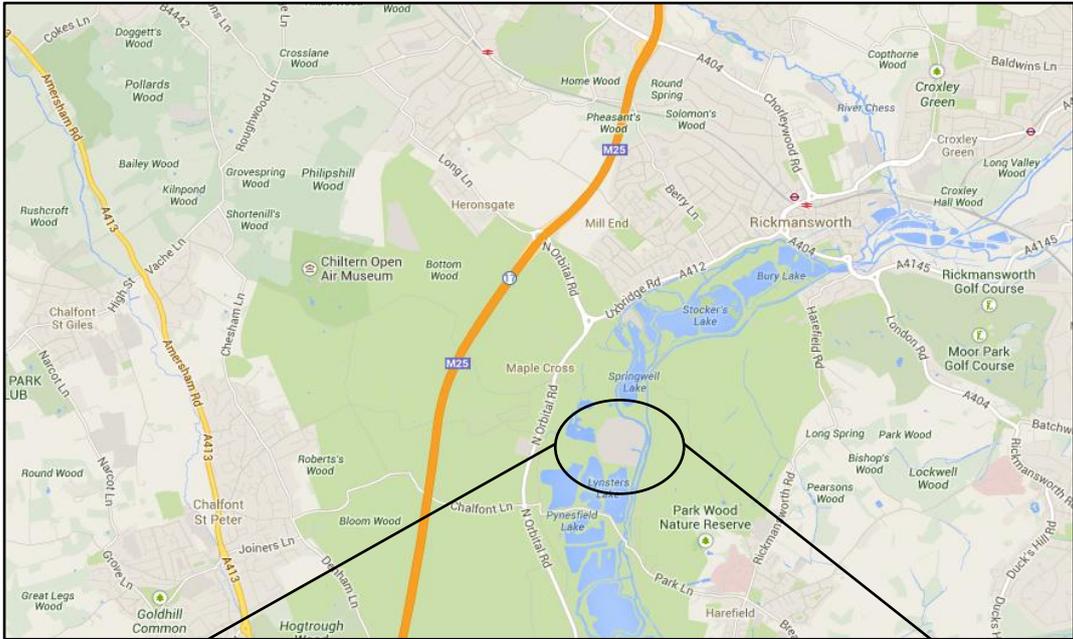
## Directions to site

The address of the education Centre is:

Chiltern Sports and Social Club  
Maple Lodge Close  
Rickmansworth  
Hertfordshire  
WD3 9SQ

The best approach to the centre is to turn down Maple Lodge Close from Denham Way. This is actually the turning after the sign for Maple Lodge STW. Turn left at the junction after the Nissan and Renault offices, Chiltern Sports and Social Club is located on the right after approx. 200m.

# Map of location – Maple Lodge Sewage Treatment Works



## Health and safety considerations for your visit

We want to make your visit to our educational facility a fun, enjoyable and valuable experience, but more importantly your visit to our facility must be safe. We have included some useful information below to make you aware of some of the safety considerations when visiting a working sewage treatment plant which will ensure your visit runs as smoothly as possible.

All LEAs and schools have policies and regulations for organising off-site trips. Make sure you have followed these procedures and have consulted with your schools EVC (Educational Visits Coordinator) if you have one. Ensure that the relevant insurance documents are also completed.

## Are you aware of your legal and moral responsibility as party leader?

Make sure you know what your obligations are when in loco parentis. As the class teacher you will remain responsible for the welfare of the children on the visit. Please make sure you have adequate adult supervision and that they are aware of their responsibilities. Our tours are designed for children at Key Stage 2 and above.

## Supervision

Year 3 (aged 7 and 8) have a supervision ratio of 1 adult for every 6 children.

Older groups should have a ratio of 1 adult for every 8 children.

Please check with your own LEA as their requirements may differ.

Please make sure there is a qualified first-aider with the group, there is a first aid kit available on site but we would also advise group leaders to bring their own. It will be the school's responsibility to administer any first aid to their pupils.

Make sure you have details of each child's medical history and/or allergies and have any relevant medication such as inhalers or epipens. You and the child should know how they are to be administered. If you are concerned that a known medical condition may affect your tour please contact the education coordinator prior to your visit.

## Responsibility and conduct of your party

Your party leader will have overall responsibility for the conduct of all members of your party. If the conduct of your party is deemed inappropriate or dangerous in any way the education coordinator has the right to end the tour immediately.

## Clothing

You will be provided with a hi-visibility jacket, hard hat and gloves to wear during the site tour. Students and adults must have sturdy footwear, **no open toed shoes, sandals or high heels**. When students take the tour of the site they will be outdoors so it is important they dress and prepare appropriately for spending time outdoors on the day. During wet weather we would suggest bringing a change of footwear or wellington boots.

## Evacuation procedures

On the day of your visit we will request that you provide us with a name list of all adult and child visitors to enable us to account for all visitors during an evacuation.

## Potential risk

While we take every precaution to try and minimise risk on our sewage treatment works it is important to realise that you are visiting a working site and therefore there are dangers to be aware of.

Thames water has produced risk assessment guidance which has been included in your pack. These should help you complete your own risk assessments should they be required.

If you would like to arrange a preliminary visit to the site please contact the education coordinator.

## Visitors with additional needs

We will try to cater for the needs of all visitors to our educational sites. Please make us aware of any additional needs on the booking form or contact us directly prior to your visit.

Our classrooms and toilets are suitable for disabled users, but due to the nature of operational sites it is best to discuss your needs beforehand as there may be accessibility issues on the tour.

## Risk Assessment Guidance

This document can be used as guidance, but should not be used as an alternative to producing your own risk assessment

Activity or operation	Hazard or hazardous event	At Risk	Controls
Young persons' at field locations.	Vehicle impact Travel Fire (depot) Hazardous Substances Deep Water Field activities Power tools and machine equipment Working at Heights Mechanical lifting operations Mobile Plant Confined Spaces Noise Manual Handling Residual Risks	Young persons below the minimum school leaving age.	<ul style="list-style-type: none"> <li>• A prescribed route has been planned before the visit takes place.</li> <li>• Routes following working platforms and stairways have flooring grills which are properly seated, clipped in place and in good condition.</li> <li>• A first aider is on site and first aid kit is available.</li> <li>• Adequate welfare facilities are available.</li> <li>• Only stairs and working platforms with handrails, middle rails and toe boards are part of the route.</li> <li>• The route is free of slip and trip hazards</li> <li>• The route avoids any unfenced open bodies of water and these are viewed from a safe distance (10 meters)...</li> <li>• Children are separated from site vehicular traffic and any mobile plant movements are viewed from a safe distance (10 m) at a safe vantage point.</li> <li>• Road crossing points are clearly marked along the route and school parties cross at these points.</li> <li>• The route avoids areas where construction work is taking place.</li> <li>• The route avoids areas where lifting operations are taking place.</li> <li>• The route avoids areas which may result in exposure to sewage aerosols e.g. aeration tanks.</li> <li>• The route does not enter areas where the noise level exceeds the first action level (80dBA).</li> <li>• Children do not enter toxic gas drum or cylinder rooms. These areas to be observed externally (following observation and explanation immediately close doors).</li> <li>• Children do not enter flammable gas risk areas. Digesters, gas holders etc. are viewed from a safe distance i.e. outside the exclusion zone</li> </ul>

			<ul style="list-style-type: none"> <li>• Any fixed plant with moving parts is viewed from a safe distance (3 meters).</li> <li>• Adults instructed to remain with their designated group at all times during visit</li> <li>• The ratio of adults to children meets the following criteria: years 10 and below a ratio of 1 to 8; years 11, 12 and 13 a ratio of 1 to 15</li> <li>• Briefing on site risks is given prior to the start of the tour and children instructed not to run anywhere, not to touch anything, to hold onto handrails when walking up or down stairs and to remain in their groups.</li> <li>• Ensure children wash their hands before leaving site.</li> </ul>
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*Thames Water Utilities Limited ("Thames Water") has taken all reasonable precautions to ensure the safety of all those visiting our site. You must take all reasonable precautions to avoid and prevent any accidents occurring during the visit. Thames Water reserves the right to remove anyone from its sites if it considers it appropriate to do so. Neither Thames Water nor any person acting on Thames Water's behalf accepts any liability for any loss, damage, accident, injury or illness to any persons or property.*