



KEY INFORMATION, SAFETY STANDARDS AND BEHAVIOURS

The safety of you and your party during your visit is our priority. **Please ensure that you have read and complied with the points on this form and gone through the safety standards and behaviours with your group prior to the visit.**

This form must be signed and handed to the Education Centre Manager on arrival.

GROUP
The group size must be no more than 25 students.
The group must be accompanied by no fewer than 2 responsible adults from your organisation, regardless of group size or age.
All visitors must be aged 12 or over on the day of the visit.
The Education Centre Manager <u>must</u> be informed of <u>any</u> special or physical needs (behavioural/mobility/visual/aural difficulties etc) prior to the visit. Unfortunately Sidcup Education Centre is not suitable for wheelchair users or those with walking difficulties.
ARRIVALS PROCEDURE
Access to the Education Centre is only possible in a vehicle (e.g. coach or minibus). Absolutely no entry on foot.
You should arrive on site 15 minutes before your allotted time to allow for the arrival procedure at Security, and no later than 15 minutes past. Late arrival may mean that your visit programme is shortened or that your visit is cancelled.
Please send a member of staff to report to the Gatehouse (Security Control), where you should hand in one of the copies of the list of names. The coach will then be permitted to follow the site road clockwise around to the Education Centre, where the Centre Manager will meet you and remain with you for the duration of your visit. Please give your second list of names and this form (signed) to the Education Centre Manager. FOR H&S REASONS PLEASE DO NOT ALLOW ANY OF YOUR PARTY (INCLUDING YOURSELF) TO LEAVE THE VEHICLE UNTIL YOU ARE PERMITTED TO DO SO BY THE EDUCATION CENTRE MANAGER.
PARKING
There is a parking bay for one coach or minibus outside the Education Centre. Your group must arrive in one vehicle, i.e. one coach or minibus, unless otherwise arranged in advance with the Education Centre Manager.
KEY HEALTH & SAFETY STANDARDS
Please make sure everyone in your group is aware of and complies with the following site rules: <ul style="list-style-type: none">• Chewing gum, sweets, drink and food are forbidden from being brought on to the site.• Any stomach upset/gastro-intestinal disorder in the 48 hours before your visit must be declared on arrival.• Never run; always walk whilst on site.• Always hold the handrails on the staircases, face the direction of travel and take one step at a time.• All visitors must wear suitable, flat, covered footwear (i.e. no heels/wedges, open shoes or sandals). Trainers are ideal.• All belongings (including money, wallets, purses, mobile phones, bags, keys, jewellery, iPods, MP3 players etc) should be left at school or on the coach/minibus. Teachers are permitted to keep a phone with them if wished but their other valuables must be left on the coach/minibus or in the Education Centre during the factory tour.• Please advise the Education Centre Manager in advance if any visitors have medication they need to keep with them.• Jewellery is restricted to a wedding band: <u>no</u> other rings, watches, bracelets, brooches/badges, necklaces, face/body piercings or earrings are permitted. If there is a student in your group who has earrings/piercings they cannot or won't remove the student can cover them with blue catering plasters. Please note that these should be covered <u>before arrival on site</u> and must remain covered for the duration of the visit. We cannot supply these plasters for you; they must be obtained and applied in advance of your arrival at the factory.• The factory tour route is on an elevated walkway overlooking the production hall. All visitors are therefore asked to wear suitable clothing e.g. trousers or a skirt of suitable length.• School/college/university staff are responsible for the behaviour of their students at all times. It is essential that visits do not cause any unnecessary disruption to our personnel onsite.• If any member of your group does not meet these standards it is likely that the visit will be cancelled and the whole group will have to leave as we cannot allow visitors to enter/exit the site on foot and unattended.
GENERAL INFORMATION OF WHICH TO BE AWARE
Production programmes at the Coca-Cola Enterprises Sidcup are subject to variation and there is a slim chance that the production lines will not be in full operation during your visit.
In exceptional circumstances it may be necessary to cancel your visit at short notice. In such a case we will always rebook as soon as possible and will provide you with as much notice as we can.
External visitors (corporate or stakeholder visits) to Coca-Cola Enterprises will occasionally wish to see the Education Centre and may look in on your visit. This is a rare occurrence and wherever possible we will give you prior notice.

I confirm that all visitors in my party are aware of the above information. I understand I am responsible for the behaviour of my group and that failure to comply at all times with these conditions, or instructions from a CCE representative, may result in the expulsion from the site of my group. On arrival at site I will declare any gastro-intestinal disorder of any visitor in my group in the last 48 hours.

Signed: Name:

School Name: Date: