



Milton Keynes Education Centre - Key Safety Standards and Behaviours

Health and Safety is our number one priority on site. Please ensure that you have read and fully understood the information outlined in this document. All visitors **MUST** be aware of these rules and regulations **BEFORE** visiting the site. Failure to abide by these rules will result in your group not being allowed on site.

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

Group
The maximum number of students per visit is 25, plus a minimum of two teachers/supervising adults.
All visitors must be aged 12 years or over on the day of your visit.
The Education Centre Manager must be informed of any special needs (mobility/visual/aural difficulties etc.) prior to the visit.
Arrival Procedure
You should aim to arrive on site 15 minutes before your visit start time to allow time for the arrival procedure at Security.
If you arrive more than 15 minutes after your visit start time we may have to cancel or reduce the content of your visit.
Coach/minibus parking is not available on site. Please park adjacent to the factory on Northfield Drive.
Groups arriving by public transport/on foot must arrive in one large group.
Groups arriving by public transport/on foot must congregate outside the pedestrian entrance to site.
Please send a teacher/supervising adult to report to the Gatehouse where they will inform the Education Centre Manager of your arrival.
Hand in one copy of the "Names List" to the Gatehouse.
The Education Centre Manager will meet you on your coach/minibus or outside the pedestrian entrance to site where they will remain with you for the duration of your visit.
For H&S reasons do not allow your group to leave your coach/minibus until permitted to do so by the Education Centre Manager.
Key Safety Standards and Behaviours
Please ensure everyone in your group is aware of and complies with the following site rules before arriving on site: <ul style="list-style-type: none">• Any person who has suffered from stomach upset/gastro intestinal disorder must be free from any symptoms for at least 48 hours before arriving on site.• Any stomach upset/gastro intestinal disorder in the four days before your visit must be declared on arrival.• Suitable, covered footwear must be worn during your visit. Heels, open toe shoes, or sandals are strictly prohibited.• The factory viewing platform is elevated above the production hall. All visitors are therefore asked to wear suitable clothing e.g. trousers or a skirt of a suitable length.• Students' personal belongings, including bags, food, drinks, sweets, chewing gum, mobile phones, money, and jewellery must be left at your educational establishment or on the coach/minibus. Visitors are permitted to bring a note pad and pen.• Teachers/supervising adults are permitted to keep a mobile phone with them if they wish and we strongly recommend that all other personal belongings are left at your educational establishment or on the coach/minibus.• It is strictly prohibited to bring any food, drink, sweets or chewing gum on site.• Jewellery is restricted to a wedding band and closed looped earrings only. No watches, bracelets, brooches/badges, necklaces, face/body piercings or earrings are permitted.• Always walk when on site. Never run.• Always face the direction of travel, hold the handrails on staircases, and take one step at a time.• Teachers/supervising adults are responsible for the behaviour of their group at all times. It is important that any visit does not cause any unnecessary disruption to our personnel onsite.• If any member of your group does not meet these standards it is likely that your visit will be cancelled and the whole group will have to leave. We cannot allow visitors to enter/exit the site unattended.
General Information of which to be aware
Production programmes at the Coca-Cola European Partners, Milton Keynes Operations are subject to variation and there is a chance that the production line will not be in full operation during your visit.
In exceptional circumstances it may be necessary to cancel your visit. In such a case we will always provide you with as much notice as possible and offer to rebook the earliest available date.
External visitors to Coca-Cola European Partners will occasionally wish to visit the Education Centre and may look in on your visit. This is a rare occurrence and where possible we will give prior notice.

I confirm that my party is aware of the above information. I understand that I am responsible for the behaviour of my group at all times during the visit. I understand that failure to comply with these standards or instructions from a CCEP representative may result in the expulsion of my group from the site. I will declare any gastro-intestinal disorder on arrival as detailed above.

Signed: _____ Name: _____

Educational Establishment: _____ Date: _____