



Devonport Energy from Waste Combined Heat and Power Facility

Visit and site tour confirmation

Lead contact to read, complete, sign and return this form ahead of their visit; all attendees to sign upon receiving the safety briefing at the start of the visit.

Name of group: _____

Date and time of visit: _____

Number of attendees: _____

Number of adults: _____

Number of children (under 18): _____

Age range of children: _____

Name of lead contact: _____

Mobile number (lead contact): _____

Arrangements for your visit:

When you arrive on site, you will be met at the entrance to the Administration Building and taken into the Lecture Theatre for a short introduction to the session, including health and safety information. A presentation and / or activities will be provided relating to the waste hierarchy, in particular the 3 Rs (Reduce, Reuse and Recycle) and efficient generation of energy from waste. This will be followed by a site tour.

Children remain the responsibility of their parents / carers at all times and must ensure that they obey all instructions given by MVV and supporting staff.

If any member of the group has behavioural or physical needs then a Personal Emergency Evacuation Plan (PEEP) may be required so please ensure that you have made MVV staff aware of this in advance so that one can be provided.

Clothing:

All participants need to wear full length sleeves and trousers as well as sturdy footwear (no heels or open toes). All other safety clothing and equipment will be provided and participants will be expected to wear this as instructed; hard hats and hi-vis vests will be issued for the site tour and eye/ear protection is available if required.

Site specific hazards and control measures (from attached MVV risk assessment):

Hazard	Control measure(s) and safety requirements
Pedestrian access, obstructions, slips, trips, falls	<ul style="list-style-type: none">• Site tour conducted by fully inducted member of staff following designated routes and footpaths;• Sensible footwear as advised;• Visitors reminded to walk at all times;



	<ul style="list-style-type: none"> • When viewing the waste fire, access is via a grated walkway with a view down to the ground floor (8m below) and visitors will be warned in advance of this; • Individuals who are unable to see into the viewing windows will (with appropriate support) use a small step ladder with safety rail; • Trained first aiders and first aid kits are on site at all times
Fire	<ul style="list-style-type: none"> • Site tour conducted by fully inducted member of staff and route planned to avoid high risk areas; • Fire detection and extinguishing systems in place; • All visitors receive safety briefing and any visitors with reduced mobility to have a Personal Emergency Evacuation Plan in place; • Trained fire marshals are on site at all times
Nuclear incident (Naval Base)	<ul style="list-style-type: none"> • All visitors receive safety briefing and any visitors with reduced mobility to have a Personal Emergency Evacuation Plan in place; • If the alarm sounds, remain indoors and do not eat or drink; • Trained fire marshals are on site at all times
Moving vehicles	<ul style="list-style-type: none"> • Site tour conducted by fully inducted member of staff; • High visibility clothing issued to visitors for site tour; • Attendees reminded to stay with their group at all times; • Entry to tipping hall behind traffic barrier; • All vehicles fitted with audible reversing alarms; • If visitors are to cross the tipping hall, this will only be done under supervision from fully trained banksmen; • Use of designated pedestrian routes along roadside from Administration Building to Boiler House
Waste (risk of disease and/or physical/chemical injury)	<ul style="list-style-type: none"> • Site tour conducted by fully inducted member of staff; • Visitors to be kept away from the waste and instructed not to touch surfaces in the tipping hall; • Wash hands after site tour
Dust, fumes, vapours, mists (tipping hall and boiler house)	<ul style="list-style-type: none"> • Visitors with respiratory issues and/or who use an inhaler are advised to carry it with them at all times; • Dust masks can be provided and instruction given when these should be worn; • Safety glasses are available for the tipping hall and boiler house; • Trained first aiders and first aid kits are on site at all times
Falling objects	<ul style="list-style-type: none"> • Site tour conducted by fully inducted member of staff; • Safety helmets are mandatory on site tour; • Trained first aiders and first aid kits are on site at all times
Falls from height (roof garden)	<ul style="list-style-type: none"> • Safety railings and parapet wall in place; • Escape routes from roof garden detailed in visitor safety briefing; • Children reminded to keep away from the edge and not pass through maintenance gates
Weather	<ul style="list-style-type: none"> • All visitors are advised to wear appropriate clothing for the weather as there may be the opportunity to eat lunch outside – to include sun hat and sun screen if necessary
Safeguarding	<ul style="list-style-type: none"> • All MVV activity leaders are DBS checked
Medical conditions	<ul style="list-style-type: none"> • Any medical conditions must be declared ahead of a visit, for example allergies, respiratory issues, reduced mobility, pregnancy etc.



Declaration:

Whilst every effort has been made to minimise any risk to visitors, it should be noted that this is an industrial site and our processes involve electricity and high temperature and pressure steam.

I confirm that I have read the above and the full risk assessment provided, understand the hazards and am aware of the control measures in place as well as my responsibility for supervision of my group.

Please sign in the space(s) provided below.

Name (please print)	Signature	Date
Lead contact:		