



Practical information for your visit to the MRF

Arrival at site:

Veolia, Warren Way, Crown Farm Industrial Park, Forest Town, Mansfield, Nottinghamshire, NG19 0FL Tel: 0203 567 4391 Mobile: 07900 197556

By car:

Upon arrival at the site please enter through the gates and take the left hand lane towards the Education & Visitor Centre. Please park in the onsite car park and walk down the marked footpath to the entrance.

By minibus (16 seats or less):

Upon arrival at the site please enter through the gates and take the left hand lane towards the Education & Visitor Centre. The minibus can drop off by the entrance doors, or park and the visitors walk down the marked footpath to the entrance. **Minibus parking onsite must be pre-agreed to ensure space is available.**

By coach:

Upon arrival please ask the driver to stop on Warren Way at the coach stop sign. Visitors can then disembark and walk along the pedestrian path to the Education & Visitor Centre. Please ask the driver to pick up in the same place on the site side of the road. **Please be aware there is no coach turning space or parking on site.**

The group's main contact for the day should carry out a head count on arrival and departure. They must also please bring a list of all visitors names on the day.

Safety rules:

A risk assessment is provided in the pre-visit information. On the visit day a Veolia representative will explain the site rules, fire safety and what to do in an emergency to the visiting group before the visit activities start.

Any group visiting should produce their own risk assessment for getting to and from the MRF.

Fire safety information:

The designated fire alarm assembly point will be identified to the group at the start of the visit and in the event of a fire visitors will need to follow the instructions given by Veolia staff.

If a fire alarm bell sounds at any time during the visit all visitors should walk quickly and quietly to the fire assembly point and wait in single file. A full head count by name will take place by the group's main contact.

Emergency procedures:

The group's main contact will take charge in any emergency involving the group in liaison with the Veolia representative. An assessment of the situation will be made and where appropriate, immediate medical attention sought and/or the relevant emergency services called.

Any other persons who need to know about the incident should be informed by the group's main contact.

The group's main contact, or other responsible person with the group will accompany any visitor if the person is required to go offsite (for example to hospital). The rest of the group should remain together.

Education room/Viewing platform activities:

There are a number of activities available in the Education room which visitors can access under guidance. All activities have been risk assessed for risk, health and safety and for teaching content where applicable. Misuse of activities/equipment will not be tolerated and visitors may be asked to no longer take part should this occur.