

## FAQs for Ford MRF Visits

### General

- **What is a “MRF”?**

A MRF is a Materials Recycling Facility. This is where all the recycling collected from your home is sorted into separate materials using state of the art technology, ready for reprocessing and manufacturing into new goods and products.

- **Where do the recyclates go?**

Viridor markets and delivers these recovered quality materials both in the UK, EU and globally, wherever there is a demand and manufacturing capacity for quality recyclates.

- **Can the public visit the MRF in Ford?**

Yes – you can visit the Education Centre at the MRF. All visits must be pre-booked with Viridor. \*Please note that visits are for West Sussex residents only\*.

- **When are the visiting hours?**

Normal office hours are between 9.00am and 4.00pm. Each session lasts approximately 2 hours, depending on how many questions you have!

- **What will the visit include?**

The visit includes a short presentation in the Education Centre, and then there is an opportunity for visitors to see the MRF’s state of the art technology on the Viewing Platform. Finally there is a Q&A session for what you can and can’t put in your recycling bin at home.

- **Is it noisy and dusty in the MRF?**

The MRF is a working, industrial environment. All visitors taking part in the Viewing Platform Tour will be issued with Personal Protective Equipment, including ear defenders. The MRF can be a dusty environment so dust masks are available on request.

- **What should I/we wear?**

All Personal Protective Equipment will be provided before visitors enter the MRF for the Viewing Platform Tour. However due to Health & Safety we recommend wearing **flat, closed toe shoes** suitable for an industrial environment and **trousers** are also advisable.

- **Do I need to organise separate insurance to visit the site?**

All groups are insured whilst on Viridor sites.

- **How much does it cost?**

A visit to the MRF is a free resource to all.

- **Are there toilet facilities?**

Yes, there are separate toilets for adults and children.

- **Is there anywhere we can eat our lunch?**

Our Health & Safety Policy does not permit eating in the Education Centre or outside the building as it is a working environment.

- **Is there parking available to visitors? Can we arrive in a coach or mini-bus?**

There is limited parking in front of the MRF so we would encourage car sharing. There is parking for a coach/mini-bus – please liaise with the Education Officer for specific instructions.

- **Is there wheelchair access?**

There is wheelchair access to the Education Centre. However access onto the Viewing Platform involves a number of stairs, therefore wheelchair users will be unable to take part in the Viewing Platform Tour. Those unable to take part in the Platform Tour are more than welcome to stay within the Education Centre and watch the live CCTV footage of the MRF's state of the art technology.

- **Are there First Aiders on site?**

The Education Officer is a fully qualified First Aider, amongst many other members of staff who work in the MRF and its offices.

## **Making a booking**

- **How do I book a visit?**

Please email [fordeducation@viridor.co.uk](mailto:fordeducation@viridor.co.uk) or call **01903 712 620**.

- **Can I reserve a couple of dates?**

After initial contact with the Education Officer at Viridor, you will be able to reserve 2 dates for a week. If after a week we have received no confirmation for either date then both will be made available for other groups.

- **How can I change details of my visit (including group numbers, times etc.) or cancel my visit?**

Please contact the Education Officer at Viridor, using the details you were given.

## **Adult / Community Groups**

- **How many adults can visit at any one time?**

A minimum of **8** and a maximum of **14**.

- **We have more than 14 in our group – can we book more than one visit?**

Unfortunately, due to popular demand, we can only offer one visit per group per year at this moment in time.

- **Do we, as an adult group, have to bring anything with us?**

If you are the group organiser, please bring with you the completed attendance list and ensure that all members of your group have been issued with the Site Safety Instructions (this will be issued 2 weeks prior to your visit) and are wearing appropriate clothing and footwear.

- **I would like to visit Ford MRF but do not belong to a group. Can individuals visit the MRF?**

Viridor host a number of 'Open Sessions' annually; please email [fordeducation@viridor.co.uk](mailto:fordeducation@viridor.co.uk) to register your interest in attending the next Open Session, and we shall get in touch with you when the dates are available.

## School / Youth Groups

- **How many children can visit at any one time?**

A class size. Please note that due to Health & Safety the maximum number of people on the Viewing Platform at any one time is **14**. As a result the class may need to be divided up. Please ensure you have the appropriate number of adults in your group to supervise the remaining children in the Education Centre. Activities for the children will be provided.

- **Is there a minimum number of adult supervisors per school group?**

With accordance to guidelines set out by the local government, the ratio of adults-to-children is as follows:

- For groups including children under the age of 8 (years 1-3) – 1 adult for every 6 children
- For groups including children over 8 but under 12 (years 4-6) – 1 adult for every 10-15 children
- For groups including youngsters aged 12 and above (year 7+) – 1 adult (including the teacher(s)/youth worker(s) employed by the authority) for every 15-20 youngsters.

- **Do we, as a school group, have to bring anything with us?**

Please bring with you the completed attendance list; including the names of all adults and children in the group. Please ensure that all adults in your group have been issued with the Site Safety Instructions (this will be issued 2 weeks prior to your visit) and all adults/children are wearing appropriate clothing/footwear.

- **Do teachers need to plan and deliver the session?**

The session at the MRF will be delivered by experienced Viridor staff. Teachers will not be required to plan and deliver the session, but will be asked to assist the group whilst in the Education Centre and on the Viewing Platform. We can tailor the session to meet specific education requirements – please contact the Education Officer at Viridor to discuss.

- **I am a teacher interested in bringing a class to visit; can I do a pre-visit first?**

Yes and we would strongly recommend this. Please contact the Education Officer as soon as possible to arrange a pre-visit. The pre-visit will allow you to discuss arrangements for the day and for you to carry out your own risk assessments.

## **Directions to Ford MRF**

### **How do I get to the MRF?**

Ford MRF is located on Ford Airfield (also the location for Ford Market and Car Boot) just off Ford Road. Access is from either the A259 at Climping or A27 at Arundel.

#### ***Access from A27***

If travelling **west** take the 1<sup>st</sup> exit on the Arundel roundabout (signposted “Ford”). Follow the road over the Ford Station level crossing; continue until you see an aeroplane mounted on a pole on your right, this is marked as The Hunterford Estate. Turn right into this access road and then turn left towards “Ford MRF”.

If travelling **east** take the 4<sup>th</sup> exit on the Arundel roundabout (signposted “Ford”) then follow the above instructions.

#### ***Access from A259***

If travelling **east** take the 1<sup>st</sup> exit on the Climping roundabout. Follow the road passed St Mary’s Church and Ford Open Prison. When you see an aeroplane mounted on a pole, turn left into The Hunterford Estate and then left again to “Ford MRF”.

If travelling **west** take the 3<sup>rd</sup> exit at the Climping roundabout then follow the above instructions.