



## 10 Top Tips for a Successful School Visit to your Workplace

These tips are intended to help you plan a successful visit to your workplace. Good luck!

1. Health and Safety is a high priority. Whilst students are on site, you have a responsibility for their health, safety and welfare. Under health and safety law you must assess the risk before the visit. Things to consider include:
  - what are the potential hazards and how to minimise them;
  - will the students need hats or other personal protective equipment; and
  - Students may be unaware of health and safety risks and might want to stray and touch things you'd rather they didn't! Discuss supervision with the teacher.
2. Decide the size of the group you are happy to invite, how many groups and the age range you would prefer. We would recommend years 10 - 12 (ages 14-17)
3. Look at access and available parking for a minibus or cars.
4. Decide the approximate length of visit. Unless you have a packed programme of events keep to 2-3 hours so students don't get bored and restless.
5. Start with a short introductory talk to explain who you are; why you got into chemical engineering and the different jobs you and your colleagues have.
6. Describe what your organisation actually does. If you make a product explain how this is used and how it relates to any environmental issues.
7. Include a tour of your workplace as well as showing them your own department. If appropriate, a brief health and safety talk before hand is a good idea.
8. If you do have something 'hands on' that it is safe for the students to do then include it.
9. Catering arrangements need to be considered. Maybe just juice and biscuits (!) or something more substantial.
10. Ensure appropriate site personnel are aware of the visit e.g. HR, Safety Officer.