



FAQ's for Ford MRF Visits

General

- What is a "MRF"? The "MRF" is a Materials Recycling Facility. This is where all the recycling collected from your kerbside is sorted into separate materials using state of the art technology, ready for reprocessing and manufacturing into new goods and products.
- What are the visiting hours? Normal office hours 9.00am until 4.00pm. Each session will last up to 2 hours.
- Is it noisy in the MRF? The MRF is a working, industrial environment. Visitors who walk out onto the viewing platform will be issued with appropriate Personal Protective Equipment, including ear defenders.
- Where does the "rubbish" going into the MRF come from? The "recycling" that arrives at the MRF, comes from homes across West Sussex.
- 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, the public can visit the Education Centre at the MRF. All visits must be pre-booked with Viridor. Visits to the Education Centre at the MRF are for West Sussex residents only.
- Do I need to organise separate insurance to visit the site? All groups are insured whilst on Viridor sites.
- What should I/we wear? All Personal Protective Equipment will be issued before visitors walk out onto the viewing platform. Due to health and safety, please wear flat, closed toe shoes suitable for an industrial environment. Trousers are also advisable.
- How can I book a visit? Please email fordeducation@viridor.co.uk or ring 01903 712620.
- How much does it cost? A visit to the MRF is a free resource to all.

- 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. After a week if we have received no confirmation for these dates then the dates will be made available to other groups.
- Will I be able to see the technology in the MRF? The technology can be seen from the viewing platform and on CCTV from inside the Education Centre.
- I would like to change/cancel my visit, how do I do this? (Included changing times, numbers in the group etc) Please contact the Education Officer at Viridor using the contact details you were given.
- Is there anywhere we can eat our lunch? Due to health and safety, food is not permitted to be consumed inside the Education Centre or outside the building as Ford MRF is a working environment.
- Are there toilet facilities for children/adults? Yes, there are separate toilets for visitors.
- Are there first aiders on site? The Education Officer is a fully qualified first aider and there are numerous other Viridor staff who are qualified in first aid.
- Is there parking available to visitors? Can we arrive in a coach/mini bus? There is limited parking available to the 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 parking instructions.
- Is the Education Centre accessible to wheelchairs? The Education Centre is accessible to wheelchair users. Due to a number of steps required to access the viewing platform, wheelchair users will be unable to go out onto the viewing platform, however CCTV feed in the Education Room will show the state of the art technology and the workings of the MRF.

Directions

- How do I get to the MRF? The MRF is located on the Ford Airfield (which also hosts the Sunday Market and Car Boot). Access is from Ford Road, close to the A259 at Climping and A27 at Arundel.

Travelling on the A259

- If travelling **east** - Take the 1st exit at the Climping roundabout. Follow the road pass St Mary's Church and Ford Open Prison. Turn left onto The Hunterford Estate, where a plane is seen mounted on a tall pole, then turn left again and follow the road to the MRF
- If travelling **west** - At the Climping roundabout take the 3rd exit and follow the directions above.

Travelling on the A27

- If travelling **west** - At the Arundel roundabout take the 1st exit (signposted Ford). Follow the road, over the Ford Station level crossing; continue until you see a plane mounted on a tall pole on your right, this is marked The Hunterford Estate. Turn right, then turn left and follow the road to the MRF.
- If travelling **east** - At the Arundel roundabout, take the 4th exit and follow the directions above.

School/Youth Groups

- Do we, as a school group, need to bring anything with us? Please bring the completed class list, naming all children and adults within the group. Please also ensure that all adults have been issued with the Site Safety Instructions (this will be issued 2 weeks prior to the visit), and all children/adults in the group are wearing appropriate footwear/clothing.
- Do teachers need to plan and deliver the lessons? The session at the MRF will be delivered by experienced Viridor staff. Teachers will not be required to plan or deliver the session, but will be asked to assist with 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.
- How many children can visit at any one time? A class size. Please note that due to health and safety the maximum number on the viewing platform at any one time is 14. As a result the class may have 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.
- How long is a visit for schools? Normally up to 2 hours, but visits can be tailored to meet group requirements.
- Is there a minimum number of adult supervisors per school group? With accordance to the guidelines set out by local government, the number of adults to children are as followed:
 - For groups including children under 8 years of age (Year 1-3) - 1 adult for every 6 children
 - For groups including children of at least 8 years of age but under 12 years (Years 4-6) - 1 adult for every 10-15 children
 - For groups of youngsters 12 years of age and above (Year 7 and above) - 1 adult (including the teacher(s)/youth worker(s) employed by the authority) for every 15-20 youngsters

- I am a teacher interested in bringing my class for a visit, am I able to do a pre visit first? **Yes and we would strongly recommend this. Please contact the Education Officer as soon as possible so we can arrange a pre visit. A pre visit will allow you to discuss arrangements for the day with the Education Officer and for you to carry out your own risk assessments.**

Adult Groups

- How many adults can visit at any one time? **A minimum of 8 people in a group and a maximum of 14.**
- Do we, as an adult group, need to bring anything with us? **If you are the group organiser, please bring the completed attendance list and ensure that all members of your party have been issued with the Site Safety Instructions (this will be issued 2 weeks prior to your visit) and are wearing appropriate footwear/clothing.**
- How long is visit for non-school groups? **Normally up to 2 hours, but visits can be tailored to meet group requirements.**
- We have more than 14 people in our group; can we arrange several visits to the MRF? **Due to popular demand, we are only able to offer one visit per group per year at this moment in time.**
- I would like to visit Ford MRF but do not belong to a group. Can individuals visit the MRF? **Viridor offer a number of 'Open Sessions' throughout the year. Please email fordeducation@viridor.co.uk to register your interest in attending the next open session and Viridor will get in touch when the next open sessions are available.**