

## Your visit to Sandford Mill

Thank you for booking your school trip to Sandford Mill. These notes will provide the information you need to help you prepare pupils and parents for the visit and enable you to embed learning experiences into your classroom work and maximise the impact of the visit.

We want to make the day run smoothly for you, so please contact us if you have any questions about the visit by emailing: [caroline.hammer@chelmsford.gov.uk](mailto:caroline.hammer@chelmsford.gov.uk) or call 01245 605700.

Before your visit please check all details on your booking confirmation form are correct and any information about pupils with additional needs is given, then sign and email back a copy to confirm your visit.

### Risk assessment and online resources

The following documents can be downloaded from the museum website in [Information for Teachers](#)

- A generic risk assessment for the Sandford Mill site
- A specific risk assessment for each session

We recommend that you come on a 'pre-visit'. The site is not open to the public, so to arrange a pre-visit please email: [caroline.hammer@chelmsford.gov.uk](mailto:caroline.hammer@chelmsford.gov.uk)

### SEND pupils and groups

Our sessions are designed to engage pupils with a wide range of abilities and learning styles. Please talk to us about any pupils in your group with additional needs when booking so that we can adapt activities to enable all pupils to participate fully. We are able to tailor sessions to the specific needs of your group, adjusting the length of session and activities as required.

### Accessibility

#### Engine House

There are two accessible parking spaces next to the engine house. It has a wheelchair-accessible lift to the first-floor mezzanine and a large accessible toilet on the ground floor.

#### The barn

The barn is fully accessible on one level with an accessible parking space directly outside the doors. There is a very slight ramp leading into our heated learning space within the barn.

### The pump house

The pump house is fully accessible on one level with a gravel path leading to it.

Parts of the site used for the River trail, Habitats and Homes and Natural Explorer sessions are not accessible with wheelchairs, but the session can be adapted as necessary.

### Planning your day – logistical information

Sandford Mill is the site of Chelmsford's old waterworks. In our large industrial buildings with our industrial collections and hands-on interactive and 32-acre site there is lots of plenty space and inspiration for physical and natural science activities.

### Getting here

Sandford Mill is sign posted by brown signs from Chelmer village Way (near ASDA). Do not rely on satnav to reach this entrance as the postcode can take you off the A414 at Sandon, down Sandford Mill Road to a closed gate and no space to turn round.

There is lots of free parking for cars and coaches on the site. Road access is down a narrow singletrack road. There is a 3T weight limit on one bridge over the canal - coaches are aware, please follow route shown on map.

Sandford Mill Road (off Chelmer Village Way)  
Chelmer Village  
Chelmsford  
Essex  
CM2 6NY

Contact number before your visit: 01245 605700

Contact number on the day only: 01245 475498



### Arrival time

Our sessions are two hours and run from 9.45am to 11.45am and 12.30pm to 2.30pm.

Please aim to arrive at 9.35am to have time to use the toilets. We do not stop for a snack during the sessions, so if you would like a morning snack please arrive early to allow for time for this. Our sessions are action packed and we need to start on time to fit everything in.

If you need to arrive later than 9.45am or leave before 2.30pm, please let us know when booking so we can adapt the session to fit your coach times.

### Lunchtime

We have heated indoor spaces for lunch in the barn and river pump house. If it is warm and dry, there are benches and picnic tables for your group to picnic outside near the river and plenty of space to run around on the grass in front of the Filter house. We kindly ask that you take lunch rubbish away with you as our bin space is limited.

### No shop

There is no shop or café on site so pupils will not need any spending money and you need to ensure adults with the group bring any hot drinks they may like.

### Health and Safety Information

Supervision of pupils whilst on site remains the responsibility of the school or organisation at all times. There is no limit on adult helpers so please bring sufficient people to supervise and support pupils when working in small groups. We strongly advise the following adult:child ratios:

- 1:4 Under 5's, Nurseries, pre-school, EYFS
- 1:6 Years 1 & 2, (Rainbows, Beavers)
- 1:8 Years 3, 4, 5 & 6, (Brownies, Cubs)
- 1:10 Years 7 to 11, (Scouts, Guides)

### Group organisation

For all sessions (except the River trail, Habitats and Homes and Natural Explorers) we will split the class into two groups for a large part of the session. It is helpful to organise these groups before you arrive.

### Adult helpers

We ask that adult helpers are actively involved in supporting pupils in the session when children are working in small groups – asking questions and listening to their ideas but not giving answers! Please assure parents they do not have to know about the topic.

### First aid

We require your school to provide a designated first aider to accompany the trip and be the first point of call as you have the health information sheets for each child. There are first aid boxes in all buildings at Sandford Mill and a first aider on site who will provide additional support as required. Please come prepared

### Clothing and footwear

Sandford Mill is a large open site and except the classroom in the Barn and the Pump house our buildings are not properly heated and it can be cold inside, even in the summer months. During the sessions we will be walking between buildings so please ensure that children come wearing suitable clothing and sturdy enclosed shoes or trainers – no open toe shoes please. If you are doing the River trail or Habitats and Homes session these will involve more time outside so please ensure children have rain coats, sun hats and sun cream