

## EDUCATION VISITORS' BOOKING FORM

For Westmill Wind Farm SN6 8TH Please NOT for letters



The Visit Organiser should complete the booking form and return it by email to [wesetbookings@westmill.coop](mailto:wesetbookings@westmill.coop)

<b>Title:</b>		
<b>First Name:</b>		
<b>Surname:</b>		
<b>Organisation:</b>		
<b>Correspondence Address:</b>		
<b>Email Address</b>	<b>Tel:</b>	
	<b>Mobile:</b>	
<b>Date of Visit:</b> <b>Preferred date</b>	<b>2<sup>nd</sup> choice date</b>	
<b>Time of visit:</b>		
<b>Age group of visitors – Please tick appropriate boxes below</b>		
<b>KS 1</b> <input type="checkbox"/>	<b>KS 3</b> <input type="checkbox"/>	<b>A level</b> <input type="checkbox"/>
<b>KS 2</b> <input type="checkbox"/>	<b>KS 4</b> <input type="checkbox"/>	<b>Undergraduate</b> <input type="checkbox"/>
<b>Anticipated number of visitors:</b>		
<b>Purpose of visit - state which part(s) of the curriculum your visit is covering:</b>		
What are your aims and objectives?		
<b>We will be travelling to the site by bicycle/car/minibus/coach/other.</b> Please circle your mode of transport. <b>Directions to Westmill Wind Farm SN6 8TH from Oxford:</b> Take A420 over Watchfield roundabout towards Swindon. First right (B4508 to Highworth). Second gate on right with sign 'Westmill Wind Farm'.		
<b>Special requirements:</b>		

Please note the Conditions of Booking below (page 2) are most important and must be conveyed to all participants before the visit. WeSET understands that, by returning this form, the Visit Organiser has fulfilled this task.

The Booking Form should be emailed to Penny Hockley, Bookings Clerk, at [wesetbookings@westmill.coop](mailto:wesetbookings@westmill.coop) or post to 18 Berens Road Shrivenham SN6 8EG. You will be contacted as soon as possible to confirm the arrangements and put you in touch with a volunteer guide.

## Westmill Wind Farm Site Visit CONDITIONS OF BOOKING

In order to make your visit as enjoyable and safe as possible, it is important that you read and acknowledge the following conditions. Please ensure that all members of your party either receive a copy of these conditions or are carefully briefed before the visit.

The farmer reserves the right (with plenty of notice) to ask for the date to be deferred if there was some very clear reason why it could be a problem, (a highly unlikely situation).

### ***Before the visit***

1. **If the Visit Organiser (VO) is absent** for any reason, the details of an alternative VO should be sent to the Bookings Administrator. The alternative VO should sign and return a copy of this form before the visit. Where this is not possible, the signed form should be handed to the WeSET host at the time of the visit and before the tour takes place. Failure to do this may result in the tour being cancelled on the day.
2. **Attire** There is no shelter on site and the combined effect of temperature and wind i.e. "windchill" can cause a considerable drop in temperature. Visitors are advised that by dressing warmly, with plenty of layers, gloves, hats and windproofs, (no denim trousers) they will be protected from the cooling effects of the wind.  
The site can get muddy so suitable footwear should be worn.
3. It is the VO's responsibility to advise of any **special requirements** before the visit. In all cases, WeSET acknowledgement and written permission must be obtained beforehand.

### ***During/After the visit***

4. Car parking is restricted to hard standings. Please do not park on verges as underground cabling may be present.
5. Care should be taken when entering and leaving the site onto the B4508. Traffic travels fast along this section of the road.
6. The ground is uneven. Warnings should be given of the risk of trips and falls.
7. Sufficient **supervision** must be provided both for children and adults particularly if there are special needs. WeSET staff will not act as supervisors of children. This is a parent and/or teacher responsibility. VO's will ensure that CRB or other necessary checks have been obtained for supervisors in the party.
8. **Group size** One Wind Farm guide will lead a maximum of 15-17 children and, with appropriate supervision, a maximum of 2 such groups can be on site at any one time. If there are more volunteer guides available, extra groups at the same ratio are welcome. There can be no visits without a guide.
9. If dogs are brought on to the site, they must be kept on a lead at all times. Owners are responsible for cleaning up after their dog.
10. The site is a working wind farm and an organic arable farm. You will be advised of any maintenance or farming activities taking place by your WeSET host on the day.
11. There is a 15mph speed limit in force on site for two main reasons :-
12. uneven tracks and vehicle /pedestrian safety
13. to prevent dust blowing on crops
14. Climbing on ladders/steps is not permitted. The visit will not include entry to either sub station or wind turbines. Access is only permitted to the site tracks and hard standing areas.
15. There are usually no welfare or toilet facilities on the site.
16. No visitor shall endanger anyone else by their activities and must behave in a safe manner at all times.
17. Any injuries or accidents sustained during the visit must be reported to the WeSET host.
18. This is a no smoking area. All litter must be taken home with you.
19. WeSET reserve the right to cancel visits at short notice due to unforeseen circumstances.

***I/we have read and understood the conditions of booking visits to Westmill Wind Farm and will ensure that all visit participants have been fully briefed on its contents.***

***Signature of Visit Organiser..... Date.....***