

# **Business Skills for Chemists**

## **How to Set up a Site Visit**

**Developed by the University of Nottingham and Mewburn Ellis LLP**

**This resource was produced as part of the National HE STEM  
Programme**

# How to Set up a Site Visit

As a part of the example course we ran a student visit to a local chemistry using industrial site. This visit aimed to demonstrate first hand to the students how the concepts that were introduced through the course are applied in a real chemistry-using company. In addition, we aimed to show the students how all of the departments within a typical chemistry using company function and collaborate to drive the business forward.

During the visit we aimed to cover the following areas:

- Who is the industrial partner, where are they based and what do they make/do?
- What position does our industrial partner have within their market?
- Who and where are our industrial partner's customers? What needs to be considered to access these customers (e.g. sales, branding, customer needs).
- What challenges does our industrial partner face (e.g. energy use, carbon footprint, environmental impact, access to market, regulation etc.) and how do they address/solve these problems?
- How strong is the I.P. portfolio of our industrial partner – do they patent what they invent, keep it secret, license I.P. from others and/or license I.P. to others etc.
- Demonstrate (through a site tour) how the different elements of the business fit together to make an operational organisation (i.e. what happens in R&D/product development, manufacture/production, sales & marketing, administration, legal and I.P., Q.C. etc. and how these work together to form a successful company).

We also asked our industrial partner to describe the company culture and employee experience through presentation and interaction with their employees, as well as highlighting any opportunities and placements which may be available to our students to inspire them to want to work within the chemistry using industries and/or businesses.

We also encouraged our students to interact with the members of staff from our industrial partner and to ask them many questions. This gave the students the opportunity to build relationships with external professionals, network, and find out firsthand what life working in industry is really like.

The following pages detail an example programme taken from our site visit and cover a variety of issues associated with setting up the trip. This material is supplied for guidance only and should not be assumed to be complete.

## How to Set Up a Site Visit

### 3 – 6 Months in Advance

1. Identify suitable industrial partners to work with to deliver a site visit.
2. Identify a suitable date for the site visit.
3. Approach the potential industrial partners by phone, e-mail or in person. You should include a description of your course and its content, a description of what you would like them to do, when the visit would ideally be and what you hope that the students will gain from attending a visit to their site.

### 1 – 2 Months in Advance

1. Meet your identified partner face-to-face to discuss the details of the visit and agree the programme.
2. Liaise with your industrial partner to finalize the content of the site visit.
3. Make the necessary travel arrangements eg. book a suitably sized coach for your journey and brief the coach company regarding the location of the site that you plan to visit.

### 2 Weeks in Advance

1. Liaise with your industrial partner regarding arrival details and other details of the day.

## Example Visit Programme

- 1315** Meet the students and take them to the coach
- 1330** Coach leaves your campus
- 1415** Arrive at your partner's site, complete any arrival formalities and meet your host (e.g. sign in/collect name badges etc.)
- 1430** View the Site Safety Video
- 1445** Refreshment break – meet recent graduate recruits
- 1500** In groups, students tour departments on site
- 1630** Presentation by host industrial partner
- 1700** Second presentation by host industrial partner
- 1730** Leave your partner's site
- 1830** Arrive back at your campus

## Health and Safety Considerations Prior to Your Site Visit

Before your site visit, it is advisable to have in place or consider:

1. A Risk Assessment for the travel of your student group from your University to the site of your industrial partner.
2. Ensure that you have a copy of your partner's Employers' Liability Insurance Certificate to ensure that your group is covered by their insurance while you are on site.
3. Ensure that suitable health and safety precautions will be taken while on site. This may include a formal Risk Assessment to cover your visit, or may involve having to view a Site Safety Video upon arrival.
4. Ensure that a suitable number of supervisory staff will be provided by your industrial partner and take a suitable number of supervisory staff from your own University.
5. Ensure that your industrial partner has a sufficient number of safety spectacles to give a pair to every member of your party, if required.
6. A 'Site-Visit Code of Conduct' could be used, similar to the example below, to emphasize some of the key health and safety points to the students. This should be given to the students in advance of the visit.
7. Your partner may require a list of the people who will be attending the visit in advance.
8. You should conduct a register prior to departure and note the total number of people present in your party upon departure from your University. It is particularly important that upon departure from your partner's site you conduct a head count to ensure that all members of your party are accounted for prior to your return journey commencing.

## SITE VISIT: CODE OF CONDUCT

We are very grateful to \_\_\_\_\_ for offering to support the delivery of this module by allowing you to experience an industrial site visit to their site.

While on site or in transit to/from this site you should keep in mind that you are representing both yourself and the University, and that you are personally responsible for your own behaviour as well as the safety of both yourself and the other members of the group.

### Health and Safety

- You have a duty to safeguard the health and safety of both yourself and others at all times.
- In the case of an accident or emergency you must make the Session Leader or a Student Ambassador aware of the situation immediately.
- You **must remain on the coach at all times unless instructed otherwise**. If you are required to leave the coach you must do so in a timely and orderly fashion and move to a safe distance from both the coach and the road.
- The supplied **seatbelts must be worn by you at all times** while the coach is in transit.
- Participants should take care when walking around both our campus and the site, trying to stay with the group and on footpaths as much as possible to avoid traffic and taking extra care on steps/stairs.
- **Suitable footwear** (e.g. closed toe shoes) **and clothing suitable for the weather** conditions should be worn on the visit.
- You must respect the authority of the Session Leader/Student Ambassador and the host/guide at all times and act immediately upon any request that they make of you.

### Confidentiality

- You must, at all times, respect the protection of the intellectual property which you may encounter while on site.
- As such, **no photographic, video or audio equipment** may be used by you at any point on this visit. Also please ensure that **mobile telephones are switched off** and not used at any point during this visit as these may represent a Health and Safety risk.

### Declaration

I confirm that I have read the statements above and I agree to act in the responsible manner expected of me during this visit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (PLEASE PRINT): \_\_\_\_\_