



# WOODFIELD ACADEMY

## VISITOR POLICY

Ratified on 7<sup>th</sup> February 2018

Signed (Chair of Governors)..... Date.....

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## Statement of intent

This policy is designed to outline Woodfield Academy's policy regarding visitors to our school.

As an employer, Woodfield Academy has to comply with a number of general and specific duties to protect the health, safety and well-being of both its employees and those who may be affected by its activities. Under Section 3 of the Health and Safety at Work etc. Act 1974, employers have a duty to ensure the health, safety and welfare of people who are not in their employment but who may be affected by the activities of their undertaking. A duty of care is therefore owed to visitors, examples of whom may include parents, contractors, maintenance personnel, guests, delivery drivers and in certain circumstances, unauthorised visitors such as trespassers.

Under the Approved Code of Practice for the Management of Health and Safety at Work Regulations 1999, visitors should be given appropriate information and instructions concerning any relevant risks to their health and safety whilst on site. They should also be informed of emergency procedures within the premises and of whom the "appointed persons" are who will deal with any specialised tasks or emergency arrangements. Visitors should also be adequately supervised to ensure that they do not endanger either themselves or others.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

### 1. Authorisation

Individuals who would like to visit the academy, and who are able to give prior notice, should arrange their visit through the school office on 01527 527081.

The office will record the date and time of the proposed visit, person visiting, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable. Upon arrival the visitor(s) must complete the required details by signing into the electronic Inventory system. These are usually as follows:

- Name of visitors and name of their employer or child or other contact point in case of emergency
- Details of visitors vehicles parked on site
- Date and time of arrival
- Person or area to be visited and identity of person responsible for the visitor
- Confirmation that relevant emergency procedures have been explained (on the back of the ID badge)
- Date and time of departure

### 2. Visiting Procedure

The visitor is required to wear the ID badge and any staff may challenge a visitor if this is not displayed.

Visitors must comply with the Academy Code of Conduct and all other premises related policies relating in the case of contractors Visitors are advised that our academy is a non-smoking area and smoking is not permitted anywhere within academy grounds.

A visitor is required to advise the receptionist of any medical needs. Visitors must be informed of the risks to which they may be exposed whilst on site and of the emergency arrangements, including the location of assembly points.

Visitors must sign out before leaving the premises and return the temporary visitors badge that has been issued to them by the Receptionist. Any issues arising during the visit should be reported to a responsible person on order that the appropriate action can be taken.

Teachers or other staff members arranging visitors to the school for educational purposes should collate all the above required information and pass this on to the school office.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor must not be allowed into the school without the supervision of a teacher, member of the reception staff or member of the senior leadership team.

Parents/carers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' school activities are exempt from the visiting procedures outlined above.

Anyone attending academy events should keep to the areas of the academy grounds where the events are taking place (for example the sports field, school hall etc.).

### **3. Unidentified Individuals**

It is the responsibility of all staff members to politely question any individual who enters the academy premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors should be directed to the school office where they can sign-in.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they should be asked to leave the premises and a member of the Senior Leadership Team (or, in extreme cases, the police) called to assist.

**A sign is displayed in Reception explaining that abusive visitors will be asked to leave the site.**

### **4. Supervision**

Whilst the visitor is on site they should be adequately supervised in order to prevent them from straying into any hazardous areas and exposing themselves to danger. Young People (those under 16 years of age) must be accompanied by a responsible person at all times and permission sought from a responsible person before they are allowed to enter the premises.

### **5. Security Arrangements and High Risk Areas**

Security arrangements must be followed when visitors enter the building. Any systems of work which are in operation in areas of high risk must be adhered to. All hazardous areas must be suitably controlled by locking or guarding at all times to prevent unauthorised persons from gaining access. When a visitor is required to enter such an area the access must be authorised and monitored by a responsible person. When hazards are present warning signs should be displayed. In the case of intrusive works, compliance of the asbestos regulations should be adhered to and the asbestos register signed by the contractor(s).

## **6. Personal Protective Equipment**

All visitors will be required to wear any personal protective equipment that is necessary in order to protect them or is required in order to comply with hygiene requirements where food or food products are being prepared. This is to be provided by their company and if they do not have it to hand they will be asked to leave the site.

## **7. Emergency Procedures**

Full details of emergency procedures will be provided to visitors before they enter the premises. When an emergency arises, the responsible person should take measures to ensure that visitors are accompanied to a place of safety and that they follow procedures. Visitors must be accounted for during emergencies and evacuation drills. They will be traceable via the Inventory system which will advise which visitors still remain on site.

## **8. Accidents to Visitors**

All accidents and near misses which occur to visitors must be reported and followed up in accordance with the Academy's Health and Safety procedures and an entry made onto the accident recording system. Where an incident results in a visitor being sent to hospital he or she must be accompanied by the responsible person and the RIDDOR reportable documentation will be adhered to.

## **9. Duties of Employees**

Employees must ensure that they have approval from a responsible person before inviting visitors to enter any sites under the control of the Council. Employees must also take responsibility for visitors in their care and ensure that the requirements of this policy are complied with at all times. Extra care should be taken when children or disabled persons visit the premises and any plant and equipment which may pose a hazard to the visitors must be made safe.

## **10. Summary**

Woodfield Academy acknowledges the responsibility that it has to ensure the health and safety of all persons who visit premises under its control. To achieve this aim, the three most important actions that will need to be taken are given below:

- Make sure that a responsible person knows that a visitor is on site and knows of their location at all times
- Make sure that visitors are fully briefed on the arrangements for health and safety that apply to them
- Take all reasonable steps to prevent visitors, including trespassers, from being exposed to hazards

## **11. Review**

This policy will be reviewed in the event of there being any:

- Changes in safe working practices
- Up-dated knowledge of hazards
- Changes in Academy procedures