

VISITORS AND CONTRACTORS

We require all visitors such as parents/carers, education officials, LA officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation in the form of the Official SIS Visitors Pass.

When working on the school premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

Aims

To ensure that the school premises are safe and that visitors to school come to no harm.

Procedure

Role of the Principal

The Principal will:

- ensure the health and safety of all visitors to school by undertaking a Risk Assessment of the premises;
- ensure that all contractors when working on the school premises cooperate with our health and safety policies and procedures;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- monitor and review this policy

Role of the Site Manager

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- provide training when suitably qualified to do so

Role of School Personnel

School personnel will:

- comply with this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
- be aware of the working agreement between the school and any contractor undertaking work in the school

Role of Visitors and Contractors

Visitors will:

- report to the school office upon entering the school premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitors book;
- wear a school visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- sign out when leaving the school

Contractors will:

- comply with all health and safety policies and procedures when working on the school premises;
- act in a responsible and proper manner;
- come to a working agreement regarding how they can work on the school premises during school day;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Principal and the nominated governor and the necessary recommendations for improvement will be made to the Governors