

## Visitors & Contractors

Date	Review Date	Coordinator	Nominated Governor
June 2018	June 2021	Mrs. N. Clode/ Mr. R. McVeigh	Owen Rayment

We have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Equality Act 2010 and the Equality Act 2010 (Disability) Regulations 2010 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school come to no harm.

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.

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.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

### Aims

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

### Procedure

### Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for Health and Safety;
- responsibility to ensure that the school complies with all the afore mentioned acts;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel, pupils and visitors to the school comply with this policy;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

## **Role of the Headteacher**

The Headteacher 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 Health and Safety Representative**

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 the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body

## **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 electronic tablet;
- 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
- reports such as the annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

### Monitoring the Effectiveness of the Policy

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

<b>Headteacher:</b>	N Clode	<b>Date:</b>	June 2018
<b>Chair of Governing Body:</b>	O.Rayment	<b>Date:</b>	June 2021