

## Visitors & Contractors Policy

<b>Date:</b>	Autumn 2013	<b>Review Date:</b>	Autumn 2015
--------------	-------------	---------------------	-------------

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 Disability Discrimination Act 1995 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, Learning Trust officials, contractors and others to report to the new 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.

### Aims

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

### Procedure

<b>Role of the Governing Body</b>	<ul style="list-style-type: none"><li>• The GB has:<ul style="list-style-type: none"><li>▪ appointed a member of staff to be the Coordinator for Health and Safety; Mr Daniel Duncalf</li><li>▪ nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the GB: Mr Derek Vitali</li></ul></li></ul>
<b>Role of the Headteacher</b>	<ul style="list-style-type: none"><li>• The Headteacher will:<ul style="list-style-type: none"><li>▪ ensure the health and safety of all visitors to school by undertaking a Risk Assessment of the premises;</li><li>▪ ensure that all contractors when working on the</li></ul></li></ul>

## Our Lady and St Joseph

	<p>school premises cooperate with our health and safety policies and procedures;</p> <ul style="list-style-type: none"> <li>▪ ensure that all contractors act in a responsible and proper manner;</li> <li>▪ come to an agreement regarding how the contractor can work on the school premises during the school day;</li> <li>▪ check to ensure that this working agreement is fulfilled;</li> <li>▪ monitor and review this policy</li> </ul>
<b>Role of School Personnel</b>	<ul style="list-style-type: none"> <li>• School personnel will: <ul style="list-style-type: none"> <li>▪ take reasonable care of their own health and safety;</li> <li>▪ take reasonable care of the health and safety of pupils, visitors and contractors;</li> <li>▪ be aware of the working agreement between the school and any contractor undertaking work in the school</li> </ul> </li> </ul>
<b>Role of Visitors and Contractors</b>	<ul style="list-style-type: none"> <li>• Visitors will: <ul style="list-style-type: none"> <li>▪ report to the school office upon entering the school premises;</li> <li>▪ confirm their status by producing verifiable documentation;</li> <li>▪ enter their details in the visitors book;</li> <li>▪ wear a school visitors badge;</li> <li>▪ be familiar with the procedure of evacuating the school building in the event of an emergency;</li> <li>▪ sign out when leaving the school</li> </ul> </li> <li>• Contractors will: <ul style="list-style-type: none"> <li>▪ comply with all health and safety policies and procedures when working on the school premises;</li> <li>▪ act in a responsible and proper manner;</li> <li>▪ come to a working agreement regarding how they can work on the school premises during school day;</li> </ul> </li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>• We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.</li> </ul>

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	

## **Our Lady and St Joseph**