



# The Boston Witham Academies Federation

## VISITORS POLICY

### ENTRANCE

Visitors should enter through the main entrance and report immediately to reception, where they will be asked to sign the visitor's book. They will provide any necessary information required (for example car registration, person they are visiting, etc.) A visitor badge on a coloured lanyard will be issued which should be worn at all times during the visit. When visitors exit the academy premises, they should return to the reception and sign themselves out of the visitor's book, handing in the lanyard. Any visitor requiring extra assistance because of any disability should request this at reception when they arrive, or if there is a specific requirement which may require more detailed attention they should advise by phone before the due date of their visit. The academy endeavours to apply the Disability at Work Act whenever possible.

Lanyards are as follows:

**RED LANYARDS:** Worn by all BWAFF staff at all times with an ID badge.

**ORANGE LANYARDS:** These are worn by visitors/contractors who **DO NOT** have a DBS. They **MUST** be accompanied by a BWAFF staff member at all times

**GREEN LANYARDS:** These are worn by visitors/contractors who **DO** have a DBS.

### ACCESS

Visitors should not have unaccompanied access to other parts of the building without prior arrangement and certain areas of the academy always remain out of bounds, such as:

- Changing areas
- Staff offices or store rooms
- Staffroom
- Areas where chemicals are stored

## **PERSONAL BELONGINGS**

Any personal belongings remain the responsibility of the visitor whilst on academy premises and should NOT be left unattended. Visitors are advised not to bring inappropriate items onto the academy premises. If in doubt contact reception for further details.

## **FIRE DRILL**

In case of fire, RAISE THE ALARM and set off the nearest fire alarm by breaking the glass. Please note the positions of the fire alarm points as you move around the academy. Move quickly and calmly to the assembly area. Before leaving the room close any windows and doors. **LEAVE ALL BELONGINGS BEHIND.** At the assembly point you will report to a senior member of the academy and be checked against the visitor signing in book to ensure everyone is safely out of the building. Do not re-enter the building until it has been declared safe to do so. Fire doors must be free to close and should never be wedged open. If a fire door is blocked by fire or smoke and there is no alternative route out of the building, the closed fire door will give protection. Wait, visibly by the window, with the door closed, for rescue by the emergency services. Please assemble on the meeting point, on the school playground.

## **ACCIDENTS**

All accidents should be reported to the main reception where medical assistance can be given. All accidents should be recorded in the Accident Book. Any near miss incidents should be reported to the main reception.

## **ENVIRONMENT**

Any defects in lighting, heating and ventilation should be reported to the main reception who will report the information to the Site Manager.

## **GENERAL ARRANGEMENTS**

Visitors are asked NOT to use chairs, boxes or similar items to reach items stored on shelves and racks above eye level. Proper access equipment is available on request. In general, all heavy items are stored low down to reduce the risk of injury. If assistance is required, it will be made available. Learners should not be asked to manoeuvre heavy items. Special attention should be given to wires trailing from computers and other electrical equipment, particularly in classroom situations. Any trailing leads should be secured by channelling them through products sold for this purpose or made safe in the appropriate manner.

## **PARKING**

Any vehicle which is left in the academy grounds is left at the owner's risk. Vehicles should be parked in designated areas, or if specific access is required the site manager should be consulted and he will advise on safe

parking facilities. All vehicles must be left in a safe and secure manner, especially during the academy's working periods.

## **SMOKING**

We are a smoke free site during academy hours.

**This document will be made available to all visitors to the academy. Visitors to the academy must adhere to the Public Sector Equality Duty Policy.**

Monitoring Responsibility	VICE CEO
Next Review Date	January 2020
Approval Body	Board of Directors
Date Ratified	January 2019