

## **Health and Safety Policy - College Visitors**

### **1. Purpose/Scope**

The College understands that it has a duty of care for the health, safety, security, and wellbeing of all staff and students which incorporates the duty to safeguard all its students from subjection to harm, abuse or nuisance. In performing this duty, the College recognises there can be no complacency where child protection and safeguarding procedures are concerned. The College is therefore required to have in place a clear protocol for the admittance of visitors to the College including short course students, volunteers, and contractors. All visitors (without exception) are expected to comply with the following policy and procedures. Failure to do so may result in the escorted departure of the visitor from the College premises. The ultimate aim is to ensure the staff and students can learn and enjoy their time at the College, in an environment where they are safe from harm or potential harm.

All visitors and contractors are subject to the College Health and Safety Policy whilst on the College premises. They report to Reception on arrival where the front of house team will register their presence, issue a pass and then arrange for a member of staff to meet and supervise their visit.

### **2. The legal duty**

The College complies with the legal duties prescribed under Health and Safety legislation when visitors come onto College premises. These include:

- The Health and Safety at Work etc. Act (HSW Act)
- The Management of Health and Safety at Work Regulations
- Regulatory Reform (Fire Safety) Order

### **3. Procedures**

#### **- Visitors book/signing in**

The entrances to 44 Regent Street, Studio 11 and Palace Studios are access controlled to prevent unauthorised entry. The entrance to Tavistock Place and Palace Court has a staffed reception. All visitors/contractors are asked to sign in at the Reception on arrival at the College where a pass will be issued. Access to the remainder of these buildings is not possible without an access pass. All sites are monitored by CCTV, however, all staff should be vigilant and report any unauthorised visitors. When entering any buildings, staff and students should avoid allowing anyone to inadvertently follow them without using the entry system.

A designated staff member must ensure that visitors sign in and out and collect a visitors pass to be worn at all times. Passes should be worn visibly at all times whilst on College premises. Visitors should be escorted by a member of staff and not be left alone with any of the students or allowed to walk around without an escort. All staff should be sufficiently confident to politely challenge

anyone in the College who is not known to them and not wearing a staff, student or visitor's pass. The person should be guided to reception for the correct signing-in protocol or asked to leave the premises. On leaving the College, the pass should be returned and the time of departure recorded. Any member of staff or a student who has forgotten their ID card should collect a temporary card from Reception before proceeding any further. The card should be returned to reception at the end of the day.

Children under 16 years of age are to be accompanied at all times and are not permitted in public areas such as the Gallery, the Refectory and the Library unless they are part of an organised educational visit for enrolled learners.

The College is smoke-free. Therefore there is a No Smoking policy on College grounds and this includes vaping.

No packages, cases or personal items must be left unattended.

First aid assistance can be requested from the information point or by dialing 0 from an internal telephone.

Any illness or accidents sustained whilst at the College should be reported to the staff at the Information Point or alternatively at Reception, as soon as possible and before leaving at the end of the visit.

#### - **Fire procedures / Raising the alarm**

A fire/emergency situation is signaled by a continuous siren alarm. In the event of hearing such an alarm, everyone should leave the building immediately via the nearest fire exit and proceed straight to the designated assembly point.

Fire alarms are tested weekly:

- Fridays 1100 at Tavistock Place
- Fridays 1200-1230 at Palace Court, Palace Studios and Russell Court
- Mondays 1500-1600 Studio 11, Studio 44 and The Warehouse

#### - **Contractors**

Contractors with the necessary health and safety competence and technical capacity are selected from the College's approved list. On gaining approval, and once DBS checks are completed contractors may be asked to provide further information, such as evidence of health and safety performance, including generic risk assessments and method statements. Use of contractors not on the approved list is subject to the agreement of the Head of Facilities following appropriate appraisal. All persons assigned to work must be competent to undertake their work safely.

In the case of construction work, responsibility for appointing competent Planning Supervisors, Designers and Principal Contractors in accordance with the CDM Regulations rests with the Director of Finance, College Agent or Project Manager as appropriate.

All contractors shall comply with all relevant Health & Safety Legislation and College policy documents. Contractors working on College premises must produce copies of current Public & Employer Liability Insurance certificates, and copies of relevant method statements of Health & Safety Plans when requested.

Contractors are responsible for ensuring that all persons under their control know the College fire procedures and methods for raising the alarm. In an emergency situation, all equipment currently in use must be switched off.

Contractors must ensure fire escape routes or final exits are never obstructed by tools or materials for the duration of any works. Fire doors in corridors must not be wedged open at any time.

Prior to commencing work, a method statement indicating a safe system of work must be provided and agreed between the Contractor and the Estates Department and is not to be changed without prior consultation.

Permits to Work will be required for 'high risk' activities such as hot works, demolition, excavation, asbestos, confined spaces, electrical work, overhead work and any other work specified as 'high risk' by the College.

Materials must be transported around the College in a safe manner, not exposing others to the risk of being struck. Work areas must be appropriately segregated at all times.

The College Asbestos Register will be given to all contractors for review prior to working in affected areas. In the event that suspect materials are found, works are to stop immediately, and the Head of Facilities is to be consulted to agree upon a safe system of work.

The contractor must ensure that all appropriate PPE is worn by operatives while on College premises.

#### - **Short course students**

For the purpose of this policy, short course students are defined differently to a 'visitor' and align more closely to a 'student'.

Short course students will be issued with a pass and lanyard allowing them door access to only the areas in which they are being taught. The cards will also only work during a certain day and time the course is taking place. The short course tutor will hold a spreadsheet detailing which student has which number card. On completion of the course, the tutor will need to collect the cards and hand them back to IT to be reused.

#### - **Volunteers**

Volunteers are people who enter the college to support the work of the College. They should not be left alone with students and must be escorted to sign in and out and issued with a visitor's pass. A DBS check will be required for any post involving regular contact with students.

## - **Social Services and Police Officers**

These personnel will have been checked by their relevant authorities but if not in uniform, they should be asked for proof of identification. All officers should sign in and out of the building and be issued with a visitor's pass. On rare occasions, police officers request interviews with students to assist them with police enquiries. They will be granted access once parental permission for those under 18 has been given. The only exception to this will be in child protection cases when police and social services personnel may be granted access by the Principal or other authorised people without parental consent being sought.

## **4. Equality, Diversity and Inclusion**

The College strongly promotes values of equality and respect for individual identity; this contributes to the creation of a diverse and inclusive society and allows all students and staff to achieve their maximum potential in an atmosphere free from discrimination, in accordance with the Equality Act. The promotion and implementation of equality of opportunity are essential to the realisation of these aspirations.

All contractors, including individuals providing goods and services to the College, are required to comply with the terms of the College's [Equality and Diversity Policy](#).

## **5. Other Related Policies**

This policy and procedures should be read in conjunction with other related college policies, including:

- [Safeguarding Policy](#)
- [Health and Safety Policy](#)
- [Fire Safety](#)
- [College First Aid procedures](#)

<b>Document Version Control</b>	
Document title:	Health and Safety Policy - Visitors and Contractors
Effective Date:	September 2021
Approving body:	SLT, 13 August 2019
Version:	8
Supersedes:	Version 7
Previous review dates:	October 2018
Next review date:	September 2022
Related Statutes, Ordinances, & General Regulations	The Health and Safety at Work etc. Act 1974 ( HSW Act) The Management of Health and Safety at Work Regulations 1999 Regulatory reform (Fire Safety) order 2005 Equality Act 2010
Related policies:	Health and Safety Policies Safeguarding Policy
Related procedures	Fire Safety Procedures First Aid Procedures
Related information:	College Asbestos Register
Policy owner and Lead contact:	Head of Facilities Email: <a href="mailto:shyatt@pca.ac.uk">shyatt@pca.ac.uk</a>