

## St Gerards School Visitor and Contractors at School Procedure



Compassion

All these men are under the supervision of their fathers  
**Chronicles 25:6**

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>The BOT wish to ensure that any contractors/ visitors in the school have safe practices and minimise risk to themselves and others.</i></p>	<p>Health and Safety at work Act 2015</p>	<ul style="list-style-type: none"> <li>• Any visitor or contractor to the school will sign in at the school office. Information requested will include: name, title/role, who they are visiting, time in and time out ( see visitor register)</li> <li>• Signage, within the office, will state that visitors may be asked for evidence of identity.</li> <li>• Station, Tarbet and Killarney street entrances have a sign stating that all visitors must report to the school office. Discretion is used for regular visitors e.g couriers</li> <li>• Contractors who have unsupervised access during school hours, must be police vetted by their own organisations. The office administrator will request an assurance from the contractor that this is completed and ask for photographic evidence they are who they say they are, at the time of signing in to the school.</li> <li>• Discussion showing the nature of the contract and what risks may be present for both contractor and school will have been held and request for these to be in writing may take place prior to the work beginning. The contract and possible risks may be included in the schools Hazard register.</li> <li>• The contractor will be informed of the emergency procedures of the school. ( written or verbal)</li> <li>• The principal will bring to the notice of the contractor any unsafe practices that may put staff, students or visitors at risk. At any school meeting with multiple visitors, it will not be necessary for everyone to sign in but emergency procedures will be explained.</li> </ul>	<p>All staff</p> <p>Principal</p> <p>Office administrator</p> <p>Principal/ BOT/ Diocese office</p> <p>Principal/ office administrator</p> <p>Principal</p> <p>Staff</p>