

## **VISITORS & CONTRACTORS PROTOCOL**

### **King Richard School**

This protocol is designed to ensure the integrity of the school site for all members of the King Richard School community and contractors.

- All visitors/contractors must report to the secretary's office in the main school or the Annexe Technician or Annexe staff prior to starting a job and are to be escorted to the working area.
- All visitors/contractors to report to the secretary's office in the main school or the Annexe Technician/staff on completion of a job.
- Contractors are to report any faults or uncompleted jobs to the secretary in the main school or the Annexe Technician/staff in the Annexe before leaving the working area and must take all necessary precautions to prevent any accident.
- All contractors should comply with the latest Health and Safety regulations, relevant British Standards & 4C System – Management as per Station and Defence Estate requirements.
- For all big projects planned and completed at King Richard School by contractors on the site and which involve a lot of manpower at different locations during after school hours or during holidays, the contractors are to keep a sign in record and be responsible for their personnel.
- As a host unit for any visitor/contractor, King Richard School must be informed of any accidents & near misses during working hours, after working hours and while the school is closed during weekends & holidays.
- All visitors/contractors must realise that they work in an area with young pupils and their actions should not put in danger any school staff, pupil or any other person.
- Emergency Procedures – All staff will receive guidance on the King Richard School emergency evacuation plan from the School Secretary on arrival.