

# Visitors and Contractors Protocol



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KING RICHARD  
SCHOOL

Approved by: R Sproson

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Last reviewed on: October 2022

Next review due by: October 2023

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 should report to the school reception first and should not enter the school via any other entrance.
- Contractors must report to the school caretaker or the Annexe Technician or Annexe staff prior to starting a job and are to be escorted to the working area.
- All visitors/contractors will be required to wear an identification badge, the badge must remain visible throughout their visit.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied.
- All contractors to report to the caretaker 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 caretaker 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 visitors/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/caretaker on arrival.