



Health & Safety Information for Visitors Policy

Owner:	Richard Dangerfield
Approved by:	School Development Board
Last review:	December 2023
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Marling School and Sixth Form, Cainscross Road, Stroud, Glos, GL5 4HE

Tel: 01453 762251 email: admin@marling.school

Part of Cotswold Beacon Academy Trust, registered in England and Wales no. 769339. Registered office:
Cainscross Road, Stroud, GL5 4HE

Rationale

We assure all visitors a warm, friendly and professional welcome to Marling School, whatever the purpose of their visit. The school has a duty of care for the health, safety, security and wellbeing of all pupils, staff and visitors to the site.

1. Aims

Marling School Health & Safety Information for Visitors Policy aims to establish, maintain and further develop a safe and healthy working and learning environment by:

- Raising awareness amongst employees, students and other site users of health and safety issues and encouraging good practice.
- Taking all reasonable precautions to protect people by reducing risks both on and off site.
- Taking prompt and appropriate action in the event a hazardous situation developing, or of an accident and/or emergency occurring.

2. Where and to whom this policy applies

Marling School welcomes visitors but expects all visitors to comply with the school policies and procedures, in particular Safeguarding, E-Safety, Prevent Duty and Health and Safety requirements. A visitor is defined as an individual who is not either a current employee of the school or a student currently enrolled.

The following staff are specifically responsible for Health and Safety at Marling School:

- Mrs Jules Godfrey – Principal
- Mr Richard Dangerfield – Site Manager

3. Protocol and procedures

As a Visitor you must:

- Sign in on arrival and out on departure at the School Reception
- Read the health and safety and safeguarding information on arrival at the school
- Wear a visitor badge or photo ID badge whilst on site at all times
- Follow evacuation procedures in the event of an emergency
- As a contractor, be informed of hazards peculiar to this site, e.g. asbestos
- Report anything that you believe to be a hazard to the School Reception

Everyone on this site has a responsibility to themselves and others to:

- Co-operate with and follow all health and safety requirements
- Report all defects to the Site Office via Reception if appropriate
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse, items provided for health, safety and welfare
- Avoid placing themselves or anyone else at risk of harm

- Inform the Site Manager of any “near misses”
- Be familiar with the emergency action plans
- Alert students to health, safety and environmental risks, as appropriate

4. Emergency evacuation procedure

On hearing the alarm (a continuous ring) leave the building you are in by the nearest exit and report either to:-

The Main School Field (West Campus) or

East Campus Music Field (East Campus)

Your name will be checked against the signing in book by a member of staff.

Please Do Not

- Delay your exit by gathering up personal belongings
- Attempt to use the lift
- Enter any building on your way to the Assembly Point
- Follow students to their Assembly Point
- Insist on remaining with the member of staff/student you are visiting
- Attempt to leave the School site

5. In event of accident or Injury

Should you have an accident or injure yourself while on the school site it is important that we know about it. Accident Report Forms are kept in Reception and around the school site. Please complete it as fully as possible so that we can minimise the risk of reoccurrence and report the incident to Governors.

6. If you require assistance

If you think you may need personal assistance while on the school site, either to move about the site, or in the event of an emergency, please ask to see Richard Dangerfield – Site Manager, who will help to ensure you remain safe while you are here.

7. Other considerations

- Visitors are not permitted in teaching areas unless escorted by a member of staff
- This is a no smoking and no vaping site, both inside and outside
- Safeguarding of students is our priority, do not be offended if you are approached and asked your business
- Visitors should follow the school Mobile Phone Policy
- Contractors should also be familiar with the school’s ‘Contractors Code of Practice’