



## **RULES FOR VISITORS**

### **INTRODUCTION**

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any person receiving a visitor should ensure that:-

- the visitor enters their details in the 'Visitors Book' in the reception on arrival and will be issued with a temporary ID card. The temporary ID card should be handed back to reception when the visitor signs out on departure;
- the visitor remains in the reception area until they are collected by their host or directed to meet their host;
- any incident involving a visitor is reported to Senior Management without delay. Injuries should be recorded on an official Accident Report Form and this should be passed to the Health and Safety / Fire Safety Officer.
- visitors must comply with the college's policies and procedures.

Any person receiving a contractor should ensure that:-

- contractors report to the Estates/Maintenance Office on arrival where they are asked to sign in and will be issued with a temporary ID card. The temporary ID card should be handed back to the Estates/Maintenance Office when the contractor signs out on leaving the premises;
- contractors complete the appropriate 'Authorisation for Contractors to Work at Concord College' form and provide the Maintenance Administrator with the appropriate health and safety documentation before commencing work on the premises;
- any incident involving a contractor is reported to the Maintenance Administrator / Bursar without delay. Injuries should be recorded on an official Accident Report Form and this should be passed to the Health and Safety / Fire Safety Officer.
- contractors must comply with the college's policies and procedures.



## **VISITORS**

**We extend a warm welcome to all our visitors.**

**Please use the Visitors Book provided and read these rules. By entering your details in the Visitors Book you are indicating that you understand your obligations. Please sign out on departure and return your visitor badge (temporary ID card).**

### **PARKING**

- Users of the car park do so at their own risk. The college accepts no responsibility for any damage, accidents or losses to visitor's property.
- You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

### **RECEPTION AREA**

- Please remain in the reception area until you are collected by your host or directed to meet your host.
- You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

### **SECURITY**

- Please wear your visitor badge at all times.
- For your information CCTV is in operation on the premises.
- You must not remove anything from the premises without permission.

### **HEALTH AND SAFETY**

- When visiting controlled areas, where indicated by your host or by the signs displayed, please use the protective clothing and equipment provided.
- Do not enter any area until you have received the permission of an authorised representative.
- You must report any accident, injury or dangerous occurrence to your host immediately. Injuries must be recorded on an official Accident Report Form and this must be passed to the Health and Safety / Fire Safety Officer.

### **FIRE**

- If the Fire Alarm should sound please leave the building by the nearest safe exit and proceed to the Assembly Point. Do not re-enter the building until you are told it is safe to do so.
- Contractors who are unaccompanied, please familiarise yourself with the locations of the fire exits and call points.

### **SMOKING**

- The college is a non-smoking campus, you are not permitted to smoke or use electronic cigarettes (e-cigarettes) on-site.