

HAVEN HIGH TECHNOLOGY COLLEGE

VISITORS POLICY

ENTRANCE

Visitors should enter through the main college entrance, or the entrance to Haven Online and report to immediately to reception, where they will be asked to sign the visitor's book. They will provide any necessary information required (for example car registration, person they are visiting.) A visitor badge on a coloured lanyard will be issued which should be worn at all times during the visit.

When visitors exit the college premises, they should return to reception and sign themselves out of the visitor's book, handing in the lanyard.

Lanyards are colour coded As follows:

Red – visitors via main college entrance visiting staff at HHTC.

Blue – contractors on site to work or be with site manager.

Purple – visitors to Haven Online attending a meeting longer than 1 hour.

Orange – visitors to HHTC for extended Schools events.

Those visiting HHTC who are under 16 years of age or a vulnerable adult might be asked to wear a visitor sticker with the accompanying adult wearing the lanyard.

ACCESS

Visitors should not have unaccompanied access to other parts of the building without prior arrangement and certain areas of college always remain out of bounds, such as:

Changing areas

Staff Offices or store rooms

Staffroom

PERSONAL BELONGINGS

Any personal belongings remain the responsibility of the visitor whilst on college premises and should NOT be left unattended.

Visitors are advised not to bring inappropriate items onto the college premises. If in doubt, contact reception for further details.

FIRE DRILL

In case of fire, RAISE THE ALARM and set off the nearest fire alarm by breaking the glass. Please note the positions of the fire alarm points as you move around the college.

Move quickly and calmly to the assembly area. Before leaving the room close any windows and doors.

LEAVE ALL BELONGINGS BEHIND

At the assembly point you will report to a senior member of the college and be checked against the visitor signing in book to ensure everyone is safely out of the building.

Do not re-enter the building until it has been declared safe to do so.

Fire doors must be free to close and should never be wedged open.

If a fire door is blocked by fire or smoke and there is no alternative route out of the building, the closed fire door will give protection. Wait, visibly by the window, with the door closed, for rescue by the emergency services.

ACCIDENTS

All accidents should be reported to reception where medical assistance can be given. All accidents should be recorded in the Accident Book.

ENVIRONMENT

Any defects in lighting, heating and ventilation should be reported to the main reception or Haven Online reception, who will report the information to the site manager.

GENERAL ARRANGEMENTS

Visitors are asked NOT to use chairs, boxes or similar items to reach items stored on shelves and racks above eye level.

Proper access equipment is available on request.

In general all heavy items are stored low down to reduce the risk of injury. If assistance is required it will be made available.

Students should not be asked to manoeuvre heavy items.

Special attention should be given to wires trailing from computers and other electrical equipment, particularly in classroom situations. Any trailing leads should be secured by channelling them through products sold for this purpose or made safe in the appropriate manor.

PARKING

Any vehicle which is left in college grounds is done at the owner's risk. Vehicles should be parked in designated areas, or if specific access is required the site manager should be consulted and he will advise on safe parking facilities.

All vehicles must be left in a safe and secure manner especially during the colleges working periods.

SMOKING

We are a smoke free site during school hours. Those attending training or conferences in Haven Online who wish to smoke must leave the college premises to do so.

During evening lettings, smoking is permitted outside of the building in the clearly marked designated smoking area.

This document will be made available to all visitors to the college. Visitors to HHTC must adhere to the Equal Opportunities and Race Equality policies. All college policies can be found on the college website.

Updated June 2009