## Blind & Low Vision Education Network NZ

# Operational Policy: Health & Safety – Visitors (NAG 5)

## Statement of Intent:

Under the Health and Safety at Work Act 2015, BLENNZ is required to do what is reasonably practicable to ensure that no action or inaction of any worker or visitor harms any other person. Therefore for the safety of ākonga, staff, contractors and visitors, the Blind & Low Vision Education Network NZ (BLENNZ) must be able to identify those on any BLENNZ site, including those visiting Visual Resource Centres on the grounds of other schools. The purpose of this policy is to ensure there are clear requirements for the identification of visitors for both security and emergency purposes.

The definition of “visitor” includes anyone not employed by BLENNZ, or employed by BLENNZ but whose permanent base is not the Homai Campus.

## Policy Requirements:

1. All BLENNZ staff will be issued with an identification badge which must be worn when working at any BLENNZ site.

2. Signs requesting visitors report to the main reception area will be placed in strategic locations.

3. The access route to the reception area will be clearly defined.

4. On arrival visitors (including whānau and contractors) are requested to sign in using the electronic tablet located at the reception desk and to print and wear the visitor’s label. Visitors or whānau must remain at the reception area until the appropriate person arrives to either meet with them or escort them to their destination. Visitors must be escorted back to Reception for signing out at the end of their visit.

5. Visitors to the Homai Early Childhood Centre may go directly to the Centre if entering via the main driveway entrance. HECC staff are responsible for ensuring their visitors electronically sign in and that they wear the visitors label provided.

6. An electronic sign in tablet will also be located in Café BLENNZ for those staff, visitors and whānau staying on site.

7. Any visitor wishing to have contact with ākonga other than their own, must have the permission of the Principal or appropriate Senior Manager, Co-ordinator or VRC Manager.

8. For large groups of visitors, one person may sign in on behalf of the group. The number of people in the group must be noted on sign in documentation, along with the name of the staff member responsible for them. The group must stay together and be supervised by an appropriate BLENNZ staff member.

9. Acknowledgement of the BLENNZ health and safety notification is part of the electronic sign in process. Hard copy documentation will also be available at reception and in clearly defined folders or binders in the Homai Early Childhood Centre, Café BLENNZ and the Bach. Documentation must be in an accessible format for those who are blind or vision impaired.

10. At the beginning of any event e.g. school prize giving, professional development programmes, curriculum days etc the convenor must inform the group of actions to be taken in the event of an emergency.

11. Non English language versions of signage will be provided as appropriate.

12. All staff are expected to challenge anyone not wearing identification to ensure they have reported to reception and that the purpose for their presence is understood. However safety is paramount. If you do not feel comfortable challenging someone you must seek support from another staff member.

13. No families are to be on site without a staff member being present.

14. Individual departments are responsible for their own procedures for visitors (including families) during out of school hours. These procedures will be included as an appendix to this policy.

## Supporting Documents:

[Work Safe NZ website: Regulations](http://www.business.govt.nz/worksafe/hswa/legislation/hswa-regulations)

[Ministry of Education guide on Health & Safety at Work Act 2015](http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/h-and-s-for-boards-of-trustees-and-school-leaders/)

BLENNZ Policy Manual

BLENNZ Health and Safety Manual

Procedures for Visitors During Out of School Hours

 8 March 2018

Approved: ………………………………………. Date: ………………………….

(Principal)