

SAFETY AND SECURITY GUIDANCE FOR VISITORS

We are committed to the safety and wellbeing of all our students, staff, and visitors.

SECURITY

- All visitors to college must report to reception and sign in
- Please ensure you wear your visitor lanyard and that it is clearly visible at all times

PHOTOGRAPHS

- Visitors are prohibited from taking photographs whilst on college site without prior approval.

FIRE AND EVACUATION

- Familiarise yourself with the nearest fire exits and assembly points specific to the area you are visiting
- If you see a fire you must activate the nearest red break glass point and where possible, inform a member of staff
- If you hear a constant alarm you must leave the building by the nearest exit
- If you are being accompanied by a member of staff, they will guide you through the evacuation procedure
- Assembly points are clearly marked and will be managed during an evacuation

HEALTH AND SAFETY

- Familiarise yourself with any health and safety requirements specific to the area you are visiting or working within
- Take care of your own health, safety, and wellbeing
- Use appropriate Personal Protective Equipment (PPE) as required

SAFEGUARDING

To protect yourself and our students please refrain from the following:

- Initiating verbal or physical contact with a student unless it is appropriate and part of your agreed reason to visit
- Giving out your personal mobile number
- Accepting students as friends or followers on social media
- Taking a student in your vehicle

PREVENT

Prevent is about safeguarding people and communities from the threat of terrorism.

- If you see or become aware of a person acting suspiciously or see a suspicious item or package, please report it immediately to a member of staff
- If you hear an intermittent alarm this will signal a lockdown procedure, find the nearest area and lock yourself in, hide and await further instructions.

FIRST AID

- If at any point you feel unwell or require first aid, speak with a member of staff who will inform a first aider.

WHEN SHOULD YOU REPORT A CONCERN?

- If you see a student in distress or a student discloses something that may mean they are at risk
- If you recall something following your visit which you feel the college should be made aware of, please contact: hello@richuish.ac.uk or call 01823 320800.

We encourage you not to ignore anything you see, hear, or read which causes you concern for the safety of our students, staff or visitors.