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

## Blind & Low Vision Education Network NZ

## 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 BLENNZ site being visited.

All visitors must comply with Government mandates. This includes mandates relating to vaccinations and use of masks.

## 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 reception and/or office areas of BLENNZ sites will be placed in strategic locations.

3. The access route to any reception or VRC office area will be clearly identified.

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

5. Visitors to the BLENNZ Early Learning facility on the Homai Campus may go directly to the Early Learning entrance if entering via the main driveway entrance. Centre staff are responsible for ensuring their visitors electronically or manually sign in and that they wear the visitors label provided.

6. An electronic sign in tablet will also be located in Café BLENNZ on the Homai Campus for those staff, visitors and whānau staying on site and not entering through Reception.

7. Any visitor wishing to have contact with ākonga other than their own child, must have the permission of the Principal or appropriate Senior Manager, Coordinator 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 or VRC offices and in clearly defined folders or binders at any location where there is an electronic sign in device. Documents will also be available in the Bach. Documentation must be available 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. This includes braille. Signage will be in both Māori and English.

12. All staff are expected to query 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 BLENNZ 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: Health, Safety and Wellbeing](http://www.education.govt.nz/school/health-safety-and-wellbeing/)

BLENNZ Policies (available on group drive)

BLENNZ Health and Safety Manual

Procedures for Visitors: School, Residential, National Assessment, Early Learning Service

Approved: 

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Next Review: 2024