



WEC Engineering Academy
 Visitor Policy

Author/owner	Gemma Kennedy
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Policy Purpose

The purpose of this policy is to ensure that our employees including our apprentice's & visitor's safety and security is always the first priority when on site at the Engineering Academy.

For the purpose of this policy, we define visitors as those attending the site for purposes other than those of attending learning.

Our Principles and Values

Here at the WEC Group the welfare of our employees including our apprentices and visitors is paramount, we ensure that:

- Safeguarding and promoting welfare is everyone's responsibility

The WEC Group values are:

- 1) **INTEGRITY**- We will operate ethically, reliably and honestly.
- 2) **EXCELLENCE**- We will exceed expectations and strive to be the best we can.
- 3) **POSITIVITY**- We will bring energy and enthusiasm to both our work and learning whilst being supportive of others, our processes, our customers and the Company.
- 4) **TEAMWORK**- We will work together to be more efficient and productive, resulting in increased innovation, higher morale and improved retention.
- 5) **SAFETY**- We will promote a safety culture within the workplace which is fundamental to operational excellence.

We align our values to the British Values, which are:

- 1) **Democracy**- giving everyone a voice of opinion
- 2) **Individual liberty**- Freedom of speech
- 3) **The Rule of Law**- No one is above the law, innocent until proven guilty
- 4) **Respect and Tolerance**- respect for people of all backgrounds, cultures, ages, genders, faiths, sexualities and beliefs

Key Objectives

WEC Group is committed to providing a safe, caring and welcoming environment where every employee including our apprentices can reach their full potential free from harm, abuse and discrimination.

The key objectives of this Visitor Policy are to:

- Ensure that all visitors to WEC Group Blackburn/ Rotherham Engineering Academy follow the guidelines set out in this policy.
- Ensure no visitor is left alone with a young person (apprentice)

Who are visitors to the WEC Engineering Academy?

Visitors to the WEC Engineering Academy are any individuals who are not Engineering Academy members of staff.

What should Visitors do?

On arrival at the Academy gate all visitors (including off site WEC Group employees from other sites) are instructed to either press the intercom or ring the number provided on the sign located at the gate.

All visitors (including off site WEC Group employees) must clearly state who they are visiting and the reason for their visit.

Once through the gates all visitors (including off site WEC Group employees) must sign in at Reception using the 'Visitors' Signing in Book' and collect a visitors' badge.

It is imperative that visitors (including off site WEC Group employees) wear the badge at all times during a visit to the Academy and that it is visible.

All visitors (including off site WEC Group employees) must sign out when exiting the building and hand the visitor's badge back to reception.

Off site WEC Group employees who are visiting the Engineering Academy must not go on to the shop floor unaccompanied.

Delivery Drivers

On arrival at the Academy gate all delivery drivers are instructed to either press the intercom or ring the number provided on sign located at the gate.

All delivery drivers must clearly state what they are delivering and who the delivery is for.

Once through the gates delivery drivers must either report to reception or drive to the rear of the factory to deliver/ pick up the goods.

Delivery drivers are not to enter the shop floor unaccompanied.

Important information

It is important to state that vehicles are parked on the academy site at the owner's risk. We ask that visitors avoid parking where an obstruction of the gates may be caused.

Toilet facilities are available on site- all visitors (including off site WEC Group employees) must use the visitor toilet facilities located in Reception.

The academy cannot be held responsible for any personal items.

The Academy operates a No Smoking Policy. This includes e-cigarettes.

Whilst on site we expect that appropriate behaviour/ language should be maintained at all times on the academy premises.

We have a responsibility to protect our employees including our apprentices from any form of verbal or physical aggression and have a zero-tolerance stance on this matter.

Safeguarding

All external professionals/maintenance contractors must book an appointment in advance detailing the purpose of the visit and number of people attending.

Managers & Staff must inform reception of all expected visitors without exception.

Where this is not adhered to, Reception may need to verify the purpose of the visit with the relevant Manager to maintain effective safeguarding.

Edd Belshaw is the designated safeguarding lead at the WEC Group. Should visitors hear or see something that gives cause for concern regarding the safety of a WEC Group Apprentices, this must be reported immediately in writing to Edd Belshaw at the following address-

edd.belshaw@wecl.co.uk

Fire Safety

In the event of a fire or emergency evacuation, the emergency evacuation procedure must be followed which is displayed in prominent positions around the academy.

First Aid

For first aid facilities, please contact the Main Reception. There are a number of trained staff on site who will be able to assist.

Expected standards of conduct and dress

WEC Engineering Academy believes that all of its employees including apprentices and visitors are entitled to be treated by others in a way that respects their rights and feelings, and values them as individuals.

WEC Engineering Academy has a firm commitment to quality of opportunity and will not tolerate any form of discrimination, bullying, harassment, threats or abuse, by or against its visitors, employees and volunteers on grounds of race, sex, disability, religion or belief, sexual orientation, age or marital status or otherwise.

All employees including apprentices and visitors on the academy premises, or carrying out the business of the academy off site, are expected to:

- Behave in a controlled and dignified manner and avoid hostile, threatening or aggressive language and behaviour that may cause offence, attract unfavourable publicity or otherwise bring the academy in to disrepute
- Be neat, smart and professional in appearance

Employees including apprentices and visitors who persist in behaviour contrary to the above principles may be asked to leave the premises or otherwise discontinue their engagement or association with the academy. The Police will be informed where appropriate.

This WEC Engineering Academy Visitor Policy is reviewed annually - additional reviews may be needed during the year.

NEXT REVIEW DATE: 26/11/2025

SIGNED: _____ **DATE:** _____

Steve Hartley, Managing Director

Useful Contacts

<p>Engineering Academy Manager:</p> <p>Kris Mercer</p>
<p>PA to the Managing Director</p> <p>Lisa Cooper</p>
<p>Engineering Academy Receptionist:</p> <p>Danielle Sharratt Mandy Astley (holiday cover)</p>
<p>WEC Group Designated Safeguarding Lead:</p> <p>Edd Belshaw</p>
<p>WEC Group Safeguarding officers/ Prevent:</p> <p>Edd Belshaw, Prevent Lead Gemma Kennedy Kris Mercer Alex Medlock Naomi Coates Phil Hosey Jason Bradder</p>
<p>WEC Group Engineering Academy Governing Team:</p> <p>Steve Hartley- Chair of Governors Gemma Kennedy- Governor Jamie Sharp- Governor Neil Burrows Derrick Connolly Chris Dickinson</p>
<p>Human Resources:</p> <p>Gemma Kennedy, Group HR Manager Naomi Coates, MTL HR Manager</p>

Thank you for reading this important information and for your help and co-operation in keeping WEC Group Engineering Academy safe for learning.

We hope you enjoyed your visit to WEC Engineering Academy.

Could you please hand this Policy back to Reception after your visit.