

Making Theatre Gaining Skills C.I.C.

Visitors policy

Making Theatre Gaining Skills C.I.C. recognise their duties under **The Occupiers' Liability Act 1957 and 1984** to take reasonable care of visitors who are invited to or permitted on any premises that the company might be occupying or working in. Visiting children should be expected to be less careful than adults. This duty extends to unlawful visitors, for example trespassers.

The following procedure should be carried out by technical or teaching staff:

- The staff member in charge will establish the identity of the person, who they are representing and if necessary, ask for identification.
- Confirm purpose of visit
- Ask the visitor to sign the company visitors' book and note the time of entry
- Briefly inform the visitor of any safety arrangements, restricted areas and amenities available, for example, toilets.
- Signs and notices relating to health and safety should be displayed in prominent places so that they are clearly visible to visitors.
- Take responsibility for the visitor and his/her needs until they have left the premises
- Ensure visitors 'sign out' before leaving