



# Visitor Policy

<b>Approved by:</b>	Brian McGorry	<b>Date:</b> 01/09/2025
<b>Last reviewed on:</b>	01/09/2025	
<b>Next review due by:</b>	31/08/2026	
<b>Version control:</b>	V1	

# **Fowler Education Football Academy**

## **Visitor Rules**

Your health and safety is important to us whilst visiting and/or working at the Fowler Education Football Academy (FEFA).

Safeguarding and the Welfare of our team is paramount. There are children (persons under 18) on site at Melwood Sports Complex, which means that you must be aware of safeguarding issues and the need to work in an open and transparent way. Safeguarding helps ensure that the appropriate boundaries are kept in place to protect children and adults at risk.

Please ensure that you have signed in and obtained a visitor pass from our Security or Reception Team.

All visitors must read and comply with the following rules and complete a site induction with a nominated FEFA member of staff. By signing into site, you are confirming your compliance with the site rules below.

### **SITE RULES**

1. Mobile Phones are permitted on site but must be used in safe manner and for work purposes only.
2. Photography is not permitted unless authorised by a FEFA staff member and for the purpose of the task only. Photographs are not permitted to be uploaded to social media platforms or used in a commercial setting.
3. Under no circumstances should you take photographs or video children on any type of device (unless prior consent has been obtained by Designated Safeguarding Lead).
4. Do not enter unauthorised areas of the site. The site is shared with Liverpool Football Club (LFC). Areas marked in red, and the indoor arena, on the floor plans below are not to be accessed unless accompanied by a member of FEFA staff or a member of the LFC Training Centre Operations Team. Access is by prior arrangements only.
5. Use a safe means of access to your work area; do not climb over or cross under barriers.
6. Parking on site is by prior agreement only and is limited. If parking has been assigned, please park cars and vehicles in designated areas.
7. Evacuate the site in the event of a fire alarm using the nearest fire exit. The assembly point for FEFA staff and visitors is Fire Evacuation Point B, opposite the groundsman's hut and adjacent to the Welfare unit.
8. Do not enter the site under the influence of alcohol or drugs.
9. Please be mindful of your language due to children on site.
10. There is to be no lone working with children whilst on site (unless prior consent has been obtained by Designated Safeguarding Lead).
11. No smoking (including e-cigarettes) anywhere on site.
12. Keep your work area tidy and remove all waste from site.
13. Visitor passes must be worn at all times.
14. Whilst on site, visitors are to use the WC facilities located within the reception space. If in doubt, please speak to a member of the FEFA team.
15. Dining is available but this must be by prior arrangement.
16. Visitors are reminded that they must sign out when leaving site.

**We reserve the right to challenge unsafe acts and conditions and to remove visitors who do not comply with our safety standards.**

**FEFA Policy:**

It is our policy to provide safe and healthy working conditions for our employees and those persons not in our employment (visitors and contractors) on our premises or affected by our undertakings.

**FEFA Safeguarding:**

You are expected to follow FEFA Safeguarding Policies and Procedures whilst on site.

The designated Safeguarding Lead for the site is Keri Hanigan, if you have any safeguarding issues whilst on site, please ask for her at Reception or email [Keri.Hanigan@fowleracademy.co.uk](mailto:Keri.Hanigan@fowleracademy.co.uk) if you see conduct from a member of staff, a visitor or child that is inappropriate you have a duty to report it immediately.

**Visitor Responsibilities:**

FEFA require that contractors recognise their responsibilities for the health and safety of persons working for them and others affected by their activities.

### General Safety Requirements

**Accident Reporting**

All accidents and incidents and near miss events must be reported and recorded.

**First Aid**

In an emergency, FEFA has trained First Aiders and materials available. Please contact any member of FEFA staff, in the first instance, in the event of an accident.

**Work at Height**

No work at height is permitted without a risk assessment. Roof access can be obtained from the LFC Training Centre Operations Team.

**Violence at Work**

Violent and aggressive behavior is not permitted on these premises. Offenders will be removed from site with immediate effect. Visitors are always expected to be respectful to FEFA and LFC members of staff and other site users.

**Welfare Facilities**

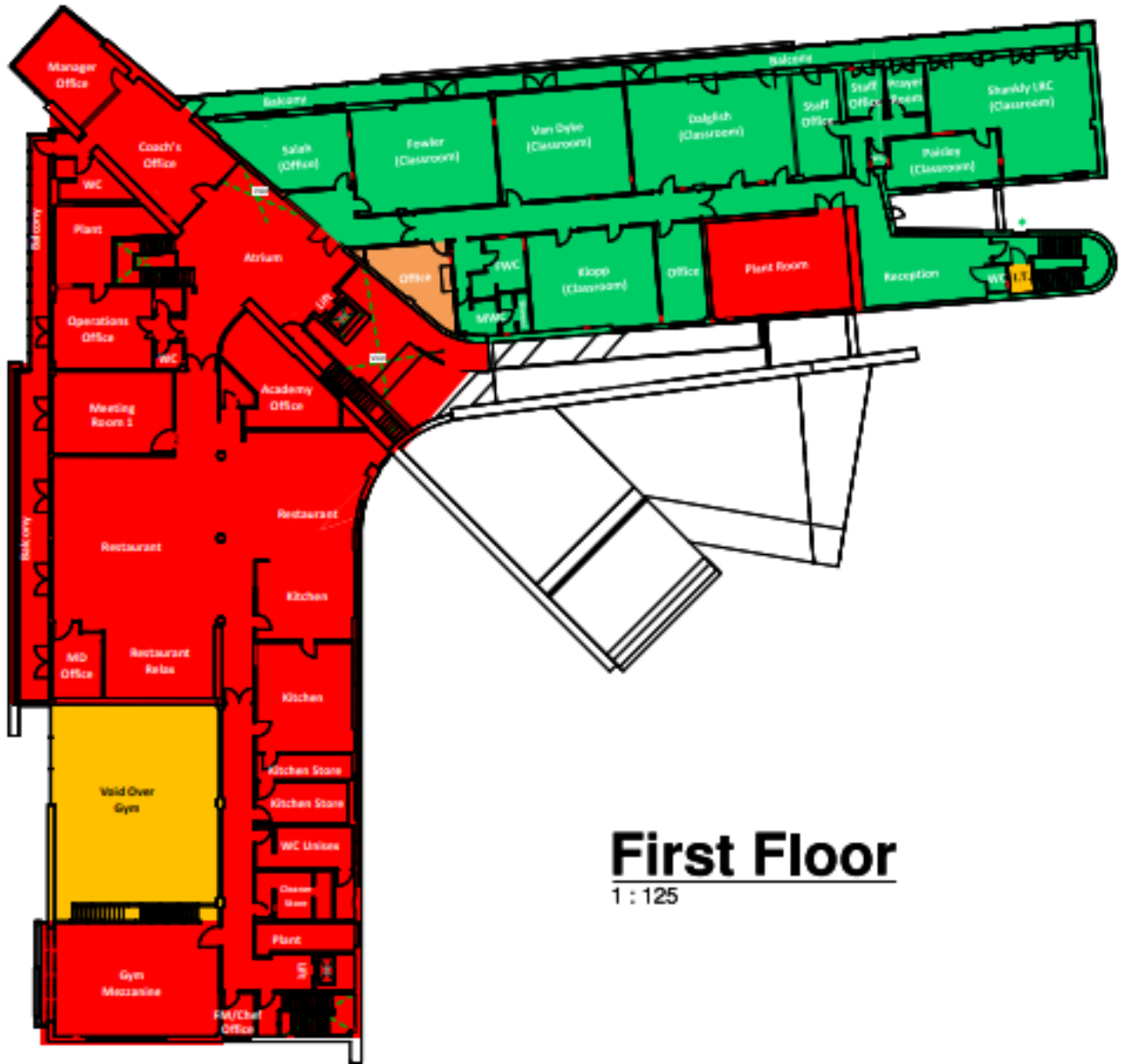
FEFA will provide suitable welfare facilities for visitors as detailed during the site Induction.

**Young People**

No persons under the age of 16 are permitted to work on site. Any person under the age of 18 must be made known to LFC and as assessment of needs completed.

**For further information on health and safety at The Fowler Education Football Academy – please see our Health and Safety Policy, available on our website and from Main Reception.**





# First Floor

1 : 125