



THE BRITISH RACING SCHOOL

Staff and Visitors Badge Procedure

The British Racing School recognises and accepts responsibility to provide a safe and secure environment for trainees, staff and visitors to the site. The Security Badge system is as follows:

Staff

All staff will be issued with a staff badge, detailing their name, photo and job title, on the first day of employment. Badges must be worn at all times when on site. Staff who require access to certain areas of the site will have their badge programmed as such.

A yearly audit of the attached list will be conducted by Lawrie Gillespie – Facilities Manager/Designated Safeguarding Lead.

Visitors to Reception

On arrival at the BRS, all visitors are asked to report to Reception where they will be asked to sign in and will be issued with a Visitors badge. All visitors must visibly wear the badge whilst on site. Staff are encouraged to question any person on site who is not wearing a badge.

Visitors to Yard

On arrival to the Yard, visitors are asked to report to the Yard Office where they will be issued with a Contractors/Visitors Badge.

Trainees

Trainees are not issued with security badges. They are known to all members of staff and are not permitted in to Conference areas whilst Visitors are on site.

Course Delegates

Those taking part in residential courses at the BRS, must be prepared to show their room key on request. Those who have been issued with a room key will have signed in at Reception on arrival.