



October 2021

## Visitors Policy

### General Policy

As an employer and occupier of premises, we have a duty of care towards all visitors, including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

It is our policy to:

- a. ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors to our premises
- b. control the access of visitors, including contractors, to ensure the health, safety and security of our staff and children
- c. ensure visitors are aware of our rules and procedures, including our smoking policy
- d. accompany visitors wherever possible, or if unaccompanied, warn them of any danger areas or foreseeable risks by way of guidance and signage
- e. take or direct visitors to the fire assembly point in the event of an evacuation of the premises
- f. record all injuries to visitors in the Accident Book and carry out a thorough investigation.

Visitors will not be permitted to wander freely around working areas. This is important for safety and security reasons.

### Visitors' Rules

The following visitors' rules should be explained to visitors on arrival to the premises.

All visitors must:

- a. follow the fire procedures displayed on the premises
- b. adhere to any "no smoking" controls
- c. park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles
- d. either be accompanied or authorised to enter the premises
- e. remain within authorised areas and not enter any restricted areas unless accompanied

- f. not take anything from the premises without permission
- g. report all incidents and/or injuries to the host
- h. wear protective clothing, which will be supplied when necessary.

**Note:** We reserve the right to request to search visitors' bags, packages and vehicles.