

VISITORS POLICY

Our policy regarding the control of visitors on our premises is as follows:

1. We must be aware that the visitor is on our premises.
2. All entrances to the premises have a sign instructing people to report to reception.
3. All visitors are instructed to sign our VISITORS BOOK on their arrival. This records their names, times of arrival and departure and who they have come to see or the purpose of their visit.
4. Our Visitors Rules are displayed in reception and the visitors must be made aware of them. A copy is included in this section.
5. As far as possible, an employee will accompany the visitor. Visitors will not be permitted to wander freely around working areas. This is important for safety and security reasons – not only of the premises and products, but also of our employees and their belongings.

FIRE ARRANGEMENTS

Should a fire occur, the person who is accompanying the visitor would take him/her to the fire assembly point. The visitor's book will also be taken to the assembly point for a roll call, as this will help account for our visitors.

ACCIDENTS

Should an incident occur involving the visitor, which results in injury, this will be recorded within the Accident Book and a thorough investigation carried out as soon as possible.

If the injury is of a serious nature or is fatal, contact should be immediately made with H.S.E and action taken as specified in the Accident and Incident Reporting section within this system.

INFORMATION

The employer has a responsibility under Section 3 of the Health & Safety at Work Act 1974 to ensure that persons not in their employment are not exposed to risks to their health and safety. Organisations have a duty therefore to take reasonable care to see that their visitors will be reasonably safe on their premises when invited or permitted to be there.

It is important to have adequate arrangements for the control of visitors on the premises. Not only to ensure their health and safety, but also to ensure the safety, health and security of all employees on the premises. The control of visitors on working sites, (for example construction, landscaping, agricultural) is of particular importance.

Visitors should be accompanied wherever possible or if unaccompanied should be warned of danger areas of foreseeable risks.

UNLAWFUL VISITORS

The organisations duty of care to persons other than their employees is extended by the Occupiers Liability legislation to include unlawful visitors, e.g. trespassers (intentional or unintentional) particularly children.



Managing Director
P Hopkins

CHANGE DETAILS & NOTES	DATE	NEW ISS



POLICY MANUAL

SECTION	POL 3.0
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