

Company Policy Statement for Visitors.

The Health and Safety at Work, etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Act 1984 apply to visitors on our premises.

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

- We must be aware that the visitor is on the premises.
- Our 'Visitor's Rules' should be explained to our visitors on their arrival.
- Wherever practical, an employee will accompany visitors.
- Visitors will not be permitted to wander freely around work areas. This is important for safety and security reasons.

Should a fire occur, the person who is accompanying the visitor will take him / her to the recognised fire assembly point or other point of safety.

Should an incident occur involving the visitor that results in injury, this will be recorded in the Accident Book and an appropriate investigation will be carried out as soon as is possible.

If the injury is of a serious nature or is fatal, the incident must be reported to the enforcing authority and the company's accident / incident reporting system must be followed.

Visitor Rules.

All visitors must:

- follow the fire procedures displayed within the premises.
- not smoke in the building.
- be accompanied by a member of P&R staff at all times.
- not remove anything from the premises without permission.
- wear PPE (personal protective equipment) when instructed to do so.
- report all incidents or injuries to P&R staff before leaving the premises.
- in the case of emergency follow the instructions of P&R staff / responsible persons.

Reference Document – PRHS 028 – Company Policy Statement for Accident Reporting & Investigation.

P I T K I N A N D R U D D O C K L T D
