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Change History			
Date	Issue	Approved	Reason for Amendment
10/07/2015	1	SN	First issue
24/09/2018	2	CH	Added references to the induction form.

	<h1>Visitors Procedure</h1>	MSP 018
		Issue 2

**1. Purpose**

This procedure defines the process Goody Demolition uses to ensure the health and safety of visitors to any premises controlled by the Company.

**2. Scope**

This procedure embraces all the activities involved in controlling and monitoring the activities of visitors to Goody Demolition sites and offices.

This procedure will address escorted visitors as well as contractors.

**3. Responsibility**

All employees receiving or inviting visitors to a Goody Demolition site or premises is responsible for the effective implementation of this procedure within the areas of their responsibility.

The responsible employee is responsible for the health and safety and conduct of the visitors under their responsibility.

The Operations Manager is responsible for ensuring a suitable and sufficient risk assessment is carried out with regards to visitors to sites/premises under the control of Goody Demolition.

**4. References**

- Visitor sign in book
- Risk Assessment
- Method Statement
- Visitor's Induction

MSF 221 Visitor's Procedure

**5. Definitions**

Induction: A process designed to provide important health and safety information and instructions designed to keep visitors and contractors safe.

Vulnerable Person: A person that is considered to be at a higher risk due to their personal circumstances see 9.1 below for examples

**6. Measurement of process**

6.1. Number of incidents reported involving or concerning visitors to site.

**7. Visitor and Contractor Appointments**

7.1. When arranging an appointment for a visitor or contractor to visit a premises or site managed by Goody Demolition they shall be informed of the PPE requirements necessary for their visit and the name of the person they should report to upon arrival.

7.2. Contractors will be required to provide copies of their insurance, Risk Assessment and method statements as appropriate prior to the visit.

7.3. The responsible employee shall ensure all documentation provided by the contractor is in date and appropriate to the activity they will perform. They shall also consider the risks posed to other users in the area and take appropriate action to ensure suitable controls are in place such as restricted access, signage, dust protection etc.

7.4. Where necessary Goody Demolition should prepare a risk assessment concerning the intended works to be carried out by the contractor in accordance with MSF 010. All staff affected by the works shall be briefed on the works, the potential risks and the control measures put in place.

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**8. Visitor arrival**

- 8.1. All visitors to the offices or sites will be required to sign the visitor's book and report to the responsible employee.
- 8.2. All visitors that arrive without an appointment shall only be allowed access under full supervision and should be escorted at all times.
- 8.3. Visitors that are not escorted while on site shall receive an induction (MSF 221). During this induction the visitor shall be issued with appropriate PPE or if using their own PPE it should be checked to ensure it is suitable. Records of induction and PPE issue shall be maintained.

**9. Visitors considered as vulnerable persons**

- 9.1. The following examples would be considered as vulnerable persons
  - Young person under the age of 18
  - Pregnant women
  - Disabled
  - Infirm
- 9.2. If the person is known to be in the group stated in 9.1 above prior to the visit, the visit must be approved by the Operations Manager, who will produce a risk assessment to ensure necessary control measures are put into place to ensure the safety of the visitor and other people on site.
- 9.3. If the person is in the group mentioned in 9.1 above and is not known to be so prior to the visit, the Operations Manager must be informed before the visitor is admitted to the site.