

Visitors Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V6.0	Nov 2020 ExCo	Scheduled Review	Facilities Supervisor	Biennially and as required

Related policies

This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:

- Accident Reporting and Recording Policy
- Contractors policy
- Control of Asbestos at Work Policy
- COSHH - Control of Substances Hazardous to Health Policy
- Display Screen Equipment Policy
- Electricity at Work Policy
- Emergency Procedures Bomb Threat Policy
- Environmental Policy
- Fire Safety Policy
- First Aid Arrangements Policy
- Legionnaires Disease Policy
- Lone Workers Policy
- Manual Handling Policy
- Noise Control Policy
- Personal Protective Equipment (PPE) Policy
- Risk Assessment Policy
- Stress at Work Policy
- Visitors Policy
- Waste Management Policy
- Working at Height Policy
- Fire Strategy Plan

External Reference

The Management of Health and Safety at Work Regulations 1999.
Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. General Statement

- 1.1. The ICMP accepts its responsibility to conduct our undertaking in such a way as to ensure so far as is reasonably practicable, that persons not in our employment or students upon our programmes who may be affected thereby are not exposed to risks to their Health and Safety.
- 1.2. In addition, where we have control over premises or the means of access or egress thereto or plant or substances thereon we will take such measures as are reasonable to ensure so far as reasonably practicable that these are safe and without risk to health.
- 1.3. All of our employees must seek approval from the Facilities Manager and HR Manager before they bring any visitors onto our premises.
- 1.4. The Health and Safety Team is responsible for the implementation of this policy.

2. Information and Communication

- 2.1. Any special arrangements required by the visitor(s) will be ascertained, where practicable, before their arrival.
- 2.2. Upon arrival visitors will be directed to sign into our premises at the main reception where the Front Desk Administrators are responsible for making sure visitors sign in via the iPad.
- 2.3. Visitors are required to sign off on entry that they do not have Covid symptoms, are in a period of quarantine, or have travelled outside of the country within the last 14 days.
- 2.4. Visitors are required to wear blue visitor ID lanyards when on ICMP premises.
- 2.5. Visitors must sign out prior to leaving ICMP and are required to return any company property.
- 2.6. All visitors will be informed of the risks which they may be exposed to, whilst on our premises and of the emergency arrangements, including the location of our assembly points.
- 2.7. Any problems encountered by visitors, or by employees with regard to visitors, should be reported to the Health and Safety Team so that any necessary corrective action can be taken.

3. Supervision

- 3.1. All of our visitors will be supervised whilst they are on our premises, to prevent them from entering hazardous areas or exposing them to any danger. Prior permission

must be ascertained and approved by the Facilities Manager for any visitors to enter any limited access areas.

- 3.2. Prior permission to bring children onto the premises must be approved by the Health and Safety Team.