

# Visitors Policy



The Institute  
of Contemporary  
Music Performance

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.

The Management of Health and Safety at Work Regulations 1999.

## **1. Policy Statement**

- 1.1. The ICMP accepts its responsibility to conduct our undertaking in such a way as to ensure as 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 as far as reasonably practicable that these are safe and without risk to health.
- 1.3. All our employees must seek approval from the Head of Estates, Facilities and IT 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. Purpose**

- 2.1. To ensure the visitation of external people to the Dyne Road and Queens Park sites of ICMP are processed competently and safely.

## **3. Information and Communication**

- 3.1. Any special arrangements required by the visitor(s) will be ascertained, where practicable, before their arrival.
- 3.2. 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.
- 3.3. 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.
- 3.4. Visitors are required to wear blue visitor ID lanyards when on ICMP premises.
- 3.5. Visitors must sign out prior to leaving ICMP and are required to return any company property.
- 3.6. 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.

## **4. Scope**

- 4.1. All external visitors including contractors, members of the public, public speakers, guests of staff members and students.

## **5. Definitions**

- 5.1. N/A

## **6. Roles and Responsibilities**

- 6.1. Head of Estates, Facilities, and IT to have final confirmation on external guests and who is permissible.

## **7. Monitoring and Review**

- 7.1. Biennially and as required.