



Visitors Policy

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:

1. We must be aware that the visitor is on our premises.
2. Our Visitors' Rules below should be explained to our visitors on their arrival.
3. As far as possible, an employee will accompany visitors. Visitors will not be permitted to wander freely around working 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 fire assembly point.

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

Visitors' rules

All visitors must:

- Follow the fire procedures displayed on the premises
- Adhere to any 'no smoking' controls
- Park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles
- Either be accompanied or authorised to enter the premises
- Remain within authorised areas and not enter any restricted areas unless accompanied
- Not take anything from the premises without permission
- Report all incidents and/or injuries to the host
- Wear protective clothing, which will be supplied when necessary.

We reserve the right to request to search visitors' bags, packages and vehicles.

If the visitor is under 16 years of age:

- The visiting child must be signed in and out on visitors book. This will include who the responsible adult is for the child when on site.
- The child must be supervised at all times by the responsible adult. Other employees will not have any liability for child or should they be asked to supervise child.
- The child shall at no time be permitted into the following areas of the facility:
 - Shopfloor
 - Stores
 - Plant Room
 - Compressor Room
- Use of J-TEQ Equipment (PC's, Photocopiers etc.). This is not permitted. If responsible adult allows them to use then the company is not liable for any injury.
- First Aid Procedure. Permission must be sought from responsible adult and signed off in incident book.
- Formal request documentation, which is signed by General Manager and the Employee who is responsible for the child must be completed in advance of the child entering the building.



Managing Director

Date 5th August 2014



Employee / Company Agreement

I request permission to bring _____ into work at J-TEQ EMS Solutions Ltd on _____ to _____. I am aware that I am responsible at all times for the safety and supervision of the child throughout their time on the premises. I have received, read and understood the J-TEQ EMS Solutions Ltd Visitors Policy and agree that I will ensure that both the child and myself shall comply at all times to the said policy.

Details of Child

Name: _____

Age: _____ years

Home Address: _____

Relationship to Child: _____

If not child's parent or guardian then details and authorisation of parent or guardian is required.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

J-TEQ EMS Solutions Ltd Approval Section (to be completed by the Managing Director)

Approval: Yes / No

Signature: _____ Date: _____