



Visitors Health & Safety 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:

- Observe J-TEQ Covid-19 business premises entry instruction
 - Use hand sanitiser in foyer.
 - Have prior arrangement to visit in place.
 - Complete visitor form with signature.
 - Observe strictly limited access & proximity requirements.
- 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.


Managing Director

Date 19th April 2021