

Visitor - Contractor Policy

All contractors "must" sign in this visitor's record, the remit of which is to clearly state that they are willing to take any instruction on request, in regards to any movement in any areas of the premises, from any member of staff.

The Company understands its health and Safety duties under the Health & Safety at Work Act and accompanying legislation. It is clear however that a "Duty of Care" is owed by visitors / contractors while either visiting or working on Company premises.

Contractors must ensure they incorporate safe methods of work during any / all maintenance work etc., to ensure the welfare and safety of all Company employees.

Note: Contractors may be asked to supply a Method Statement for proposed works.

This company has busy working environments, which has all manner of hazards to which you must remain alert. Considerable care has been taken to identify the hazards and subsequent risks on these premises. Ensure that any work activity, which you participate in, does not result in you creating a slip, trip or fall hazard or any other hazards for members of staff or the general public.

Please give special consideration to the following:

- Fire is given the highest priority and always be prepared to act on instruction on any matter relating to the risks of fire.
- Always take particular care with your footing.
- Never carry anything, which may obscure your view and always alert staff of your intention to enter special areas such as a roof space, as this forms part of the Fire Action Plan.

Please sign that you understand and agree to conduct your visit / work in a safe and secure manner.

Name of Visitor:

Signature:

Signed: Andrew Hill - Director

Date: 07/12/2022