

**Health and Safety of Visitors Policy**

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| **Approved by:** | Head of Centre | **Date:** 06.02.23 |
| **Last reviewed on:** | 06.02.23 | |
| **Next review due by:** | 06.02.24 or in response to any changes in legislation | |

As an employer and occupier of premises, Centurion has a duty of care towards all visitors and we need to provide for their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

It is our policy to:

1. ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors to our premises
2. ensure visitors are aware of our rules and procedures, including our smoking policy, fire, first aid and welfare arrangements
3. record any injuries to visitors in our Accident Software and carry out a thorough investigation proportionate to the type of incident.

Visitor Arrangements

The following visitors’ rules should be read and understood by visitors on arrival to the premises.

All visitors must:

1. In the event of an emergency, follow the fire procedures displayed on the premises

2. adhere to our no smoking policy

3. park their vehicles in designated areas to ensure fire escape routes, roads, access or other vehicles are not obstructed.

4. be supervised or authorised to enter the premises

5. not enter any restricted areas unless accompanied and authorized to do so

6. not take any photographs or video footage without formal permission

7. report all incidents and/or injuries to their nominated person

8. wear protective clothing and equipment, which will be supplied where required.

We reserve the right to request to search visitors’ bags, packages and vehicles at any time whilst under our jurisdiction.