

Visitor Procedures – COVID-19

It is vital that all visitors to site are aware of our controls for Covid 19 so that they are able to follow them and we can prevent unnecessary risk to our staff.

Visitors not prepared to follow our procedures or refusing to cooperate must be refused access and requested to leave site.

- Upon first arrival
 - Training Centre Visitors must report to the training reception and follow the procedures for the Training Centre
 - All other Visitors must report to the main reception door and follow the procedures below
- The visitor should not be given entry to reception until their escort arrives
- The visitor needs to provide the reason they wish to visit site and if possible the name of the person they are meeting
- They should be asked for their vehicle details and directed to wait in the vehicle while we identify the person who will escort them onto site

The Escort must go through the following procedure with all Visitors

- Confirm the reason for the Visitor attending site
- Ensure the visitor cannot achieve their aims without the need to access site
- Avoid unnecessary personnel on site
- The visitor must submit / or complete the COVID-19 health screening questionnaire. The completed questionnaire shall be reviewed by the Escort, to confirm that the visitor is not experiencing any symptoms relating to Covid 19 as set out in government guidance
 - If the visitor is aware of any possible symptoms they must leave site immediately
 - If you plan to be onsite for consecutive days, please immediately advise your SpanSet host if any of your responses change.
- Confirm that Social Distancing must be adhered to whilst on site for their sake and ours
- Request the visitor follows them to reception and sterilises their hands on entry
- They must then sign in identifying the escort on their badge
- They are to be given the following briefing
 - They will be escorted at all times whilst on site unless specifically agreed
 - Where it has been agreed they are not to be escorted they must follow the guidance given and remain in the agreed locations at all times
 - If the visitor follows the procedures then they will not be vulnerable to the consequences of “Track and Trace” and neither will SpanSet staff
 - Hands will be washed or sterilised
 - Each and every time they enter site (including if they return to their vehicle for equipment etc.)
 - Prior to and subsequent to handling equipment or materials that SpanSet staff may have or could handle
 - Site policy for cleaning items such as equipment or materials is
 - It is the responsibility of the individual to clean items prior to use or use protective gloves
 - Where the visitor works on an item of equipment they should wipe down areas that SpanSet staff may come into contact with, afterwards
 - Welfare facilities are available to visitors, but social distancing and hand cleanliness must be adhered to
 - Tasks on site must be completed with adequate social distancing and personal hygiene
 - If they are concerned about social distancing or personal hygiene during their visit then they must notify the escort immediately who will address their concerns or terminate the visit



- Should social distancing not be possible for all or part of the task then work will cease prior to prevent the occurrence and the task reappraised to achieve it
 - The use of PPE in place of social distancing is not seen as an acceptable alternative and will only be permitted if risk assessed and agreed in advance with SpanSet's QHSE Manager
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- Upon completion of the visit the escort must ensure the visitor is signed out and leaves site
 - They should thank them for adhering to our policies or report infringements to the QHSE Manager