

# Cafcass Health and Safety Procedure

<b>Title: Safety of Visitors</b>			
<b>Document Number:</b>	<b>Cafcass – SP08</b>	<b>Revision</b> <b>2</b>	<b>Date of Issue:</b> <b>6/2//03</b>

This procedure is written and issued in accordance with Cafcass' Safety Management System Framework and Protocol.

The responsibility for upkeep and amendment of this procedure rests with the corporate Health & Safety Advisor. All requests for modification should be made to Cafcass Headquarters.

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### **1. Policy**

Cafcass recognises it's statutory duties under the Health & Safety at Work Act 1974 to ensure that non employees who visit Cafcass facilities are protected from risks to their health or safety due to the activities of Cafcass. It is CAFCASS policy that arrangements shall be made and maintained to ensure the safety and security of its employees and any other person visiting any of its offices and premises.

### **2. Procedure**

- 2.1 The Health and Safety Steering Group are responsible for the ongoing review, development and implementation of this procedure.
- 2.2 Regional Business Managers will ensure that at each office location that the following accommodation issues have been addressed:
  - Control of entry while permitting easy egress in the event of an emergency evacuation.
  - Provision of adequate lighting covering access and egress routes.
- 2.3 Persons in charge of reception areas will ensure that all visitors are recorded in the visitor's register. At larger offices visitors will also be issued with a visitor's badge. The decision on the adequacy of local arrangements to control visitors will be made by the Regional Business Manager. The host/contact is responsible for ensuring that visitors or contractors have been signed in and signed out at the end of their stay. A local procedure will be written at each office location to explain clearly local visitor control arrangements.
- 2.4 A prominent notice will be displayed in all reception areas to provide an outline of the office evacuation procedure in the case of fire or other

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serious and imminent danger.

- 2.5 Any member of staff coming into contact with anyone that they do not recognise should ask them who they are and who is their host. Note, this must not be carried out in an aggressive manner. If appropriate contact the Police for them to deal with the person/intruder.
- 2.6 All visitors to the office must have their attention drawn to the emergency procedure notice by their host.
- 2.7 In the event of an emergency, especially one requiring evacuation, the employee acting as host shall be responsible for the safety of the visitor/group. This will include following local office emergency procedures.
- 2.8 All visitors must be in the control of a CAFCASS employee at all times. The possible exceptions to this requirement are regular contractors/staff who are engaged in agreed work and have been made familiar with the emergency procedures.
- 2.9 Notices giving explicit information must be posted to identify all areas that pose a danger to anyone unfamiliar with the premises. In addition these areas must as far as is practicable be secured to prevent inadvertent entry. (i.e. roof areas, electrical switchrooms etc)