Guidance Health and Safety Induction for VISITORS

For visitors to the College for one week or more.

1. **Inform** the visitor of the building evacuation procedures and alarm system.

2. **Inform** them of the emergency telephone number Security (444 or 01784 443888 from an outside line or mobile).

3. **Inform** them of the:
   - Fire alarm test day and time.
   - Fire Alarm Call Points
   - Emergency Exits
   - Assembly Point

4. **Inform** them of the:
   - First Aid arrangements, including AED locations
   - First Aiders (name and location)

5. **Inform** them of the procedure for:
   - Notifying accidents and/or incidents
   - Near misses

6. Advised them of the person to contact if they have any health and safety concerns.

7. **Inform** them of the Department’s normal working hours and building access hours.

8. **Explain** the lone working/outside normal working hours procedures (e.g. informing Security)

9. Inform them of any known significant hazards or health risks in the environment or associated with the activities they will be undertaking and any action required to mitigate risk.

10. **Inform** them of any Personal Protective Equipment (PPE) required.

<table>
<thead>
<tr>
<th>Name of Visitor</th>
<th>Date</th>
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<tbody>
<tr>
<td>Work Experience Student</td>
<td>Date</td>
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Department

| Name of inductor | Date |