**Procedure for Visitors**

# Introduction

In addition to the responsibilities of the University for the health and safety of all persons employed in the University, it owes a common duty of care to visitors and other persons on University premises. Under Section 3 of the **Health and Safety at Work, etc. Act 1974,** an undertaking must be conducted in such a way as to ensure insofar as is reasonably practicable that persons not in the employ of the University who may be affected thereby are not thereby exposed to risks to their health and safety. This procedure details the responsibilities of all members of Leeds Trinity University in the care of visitors.

# Procedures to be followed for the reception of University visitors are as follows:

On being invited to enter the University grounds visitors will be required to report to University reception. Reception staff will contact the host who will be expected to come to reception to meet the visitor.

Reception staff will, where appropriate, issue visitors with a car‑parking permit. Vehicles not complying with University parking regulations may be clamped.

Reception staff will issue all visitors with a small card containing Health and Safety Information drawing their attention to the University Fire and Accident Procedures in particular.

Reception staff will notify visitors of any particular hazards that are likely to affect the health and safety of visitors.

Members of staff organising group visits, rather than Reception staff, will assume responsibility for their visitors and for drawing their attention to the points set out above, in advance of their arrival at the University.