

	STR – Safety Management System Section 8.4 Site Visitor Control	REF: SMS 8.4 ISSUE: 01 DATE: May 2021 PAGE: 1 of 1
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8.4.1 Requirements.

The 1974 Health & Safety at Work Act (HSWA) and its associated regulations imposes on the STR a duty of care to its staff, volunteers and all visitors to locations operated by the railway.

Visitors in this context are individuals engaged in providing services to the railway eg Engineers undertaking statutory inspections of equipment, service engineers etc – NOT the general public visiting the railway to travel on its trains or use the station facilities.

Monitoring visitors to STR locations ensures that in the event of a fire or other reason to evacuate a site or a building that it is possible to account for all people on site / in the building and to declare to emergency services that all those on site / in the building are fully accounted for.

8.4.2 Arrangements.

Visitors entering & leaving STR premises will be recorded in a visitors' book at 3 locations:

- Alston - Station House.
- Alston - Engineering Workshop Signing-in Point.
- Slaggyford Station Signal Box.

In both locations visitors must be greeted on entry to the premises and an entry made into the visitors' book.

In the case of visitors to the Engineering Workshop, Shed 2, Shed 3, and anywhere on the Permanent Way the following also applies:

- Reason for visit to be established.
- The DOM / Responsible Person must be informed of the arrival of the visitor and the work that is to be undertaken.
- Visitor must be accompanied from the Engineering Workshop Signing-in Point by an STR member of staff or volunteer to the location of the work.
- Visitor to be advised of location of welfare facilities etc.
- On completion of the work the visit must report to their escort / DOM / Responsible Person and then confirm in the visitors book their time of leaving site.

8.4.3 Applicable Legislation.

The 1974 Health & Safety at Work Act (HSWA) and its associated regulations.

8.4.4 References.

None.

8.4.5 Documentation.

Visitors Books are held at Station House, Engineering Workshop, Slaggyford Signal Box.