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Summary of Policy or Procedure	
To ensure safe access to visitors to NYH sites	
Storage	
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1. Introduction

NY Highways is committed to ensuring that all operational sites, whether depots, highways, or worksites, are managed safely and lawfully. This procedure outlines the requirements and responsibilities for all visitors accessing **live or non-live highways worksites** operated by NY Highways.

It ensures compliance with:

- The Health and Safety at Work etc. Act 1974
- Construction (Design and Management) Regulations 2015
- Traffic Management Act 2004
- Company-specific HSE and operational procedures

2. Scope

This procedure applies to **all visitors** entering, working on, or exiting **NY Highways sites**, including but not limited to:

- Planned maintenance sites
- Temporary traffic management locations

Exclusions:

- Routine delivery drivers
- Emergency services (unless working under instruction)
- Fuelling stations and lay-bys without active site control

3. Responsibilities

3.1 Site Supervisors / Site Managers

- Ensure all visitors are **inducted appropriately** before accessing the site
- Verify that visitors are wearing **mandatory full PPE** in line with site rules and risk assessments
- Confirm that any visitors carrying out tasks hold the correct **training, certification, and permits**
- Enforce **safe systems of work**, including traffic management protocols
- Report all incidents and near-misses via the **company's incident reporting system**
- Escort or assign escorts to visitors where required

3.2 Visitors

- Must **report to the site supervisor or designated contact** before entering site
- Must **sign in** using the official **the Visitor Sign-in sheet**
- Must **attend a site-specific induction**
- Must **supply and wear correct PPE** as required (typically: Hi-Vis clothing, safety boots, hard hat, gloves, safety glasses)
- Must follow **site instructions, signage and traffic control measures**
- Are **personally responsible** for their own safety and must **report all near misses or unsafe conditions**
- Must **sign out** and return any passes or ID when leaving

3.3 Employees

- Must **challenge** or **report** any visitor not complying with this procedure
- Should assist supervisors in monitoring visitor conduct and safety

4. Procedure

4.1 Before Entering a Site

- Visitors must:
 - Report to the **site supervisor, TM foreman, or designated employee**
 - Sign in using the **Visitor Sign-in sheet**
 - Complete a **site induction**, covering:
 - Site layout and hazards
 - Traffic routes and exclusion zones
 - PPE requirements
 - Emergency procedures
 - Communications protocol

4.2 While on Site

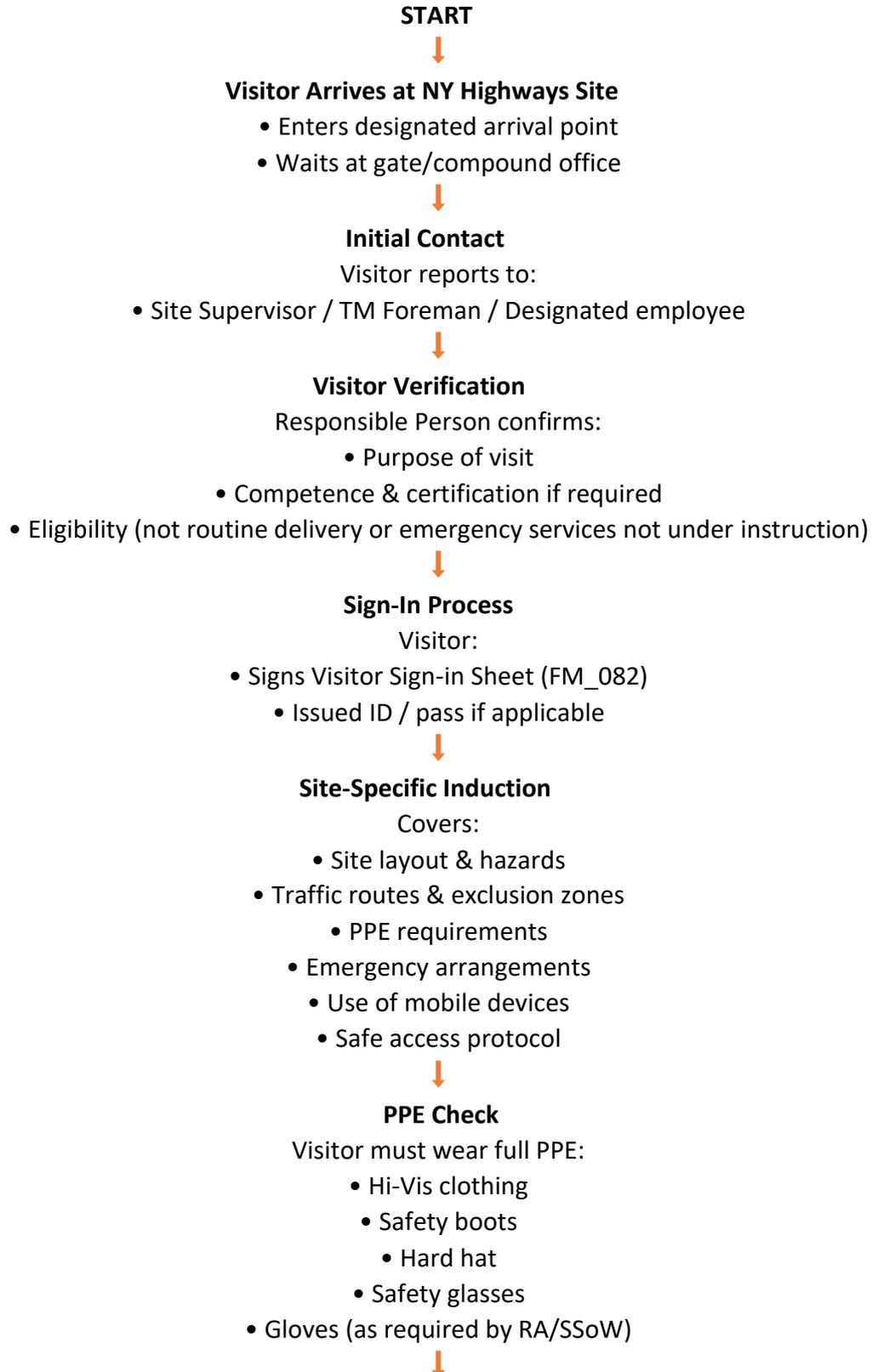
- Visitors must:
 - Wear full PPE in line with the company's **PPE Policy (STA00001)**, **PPE (Personal Protective Equipment) Procedure (PROC00074)** and site risk assessments
 - Comply with **traffic management rules**, including one-way systems and safe walkways
 - Adhere to **reverse parking policies** where applicable
 - Never operate machinery, tools, or plant unless trained, authorised, and permitted
 - Remain under **escort or direct supervision** unless deemed competent and authorised
 - **Drugs, alcohol, and smoking** (including vaping) are strictly prohibited on site except in designated zones
 - Beacons (twin or 360° visible) must be used on all vehicles moving within the site

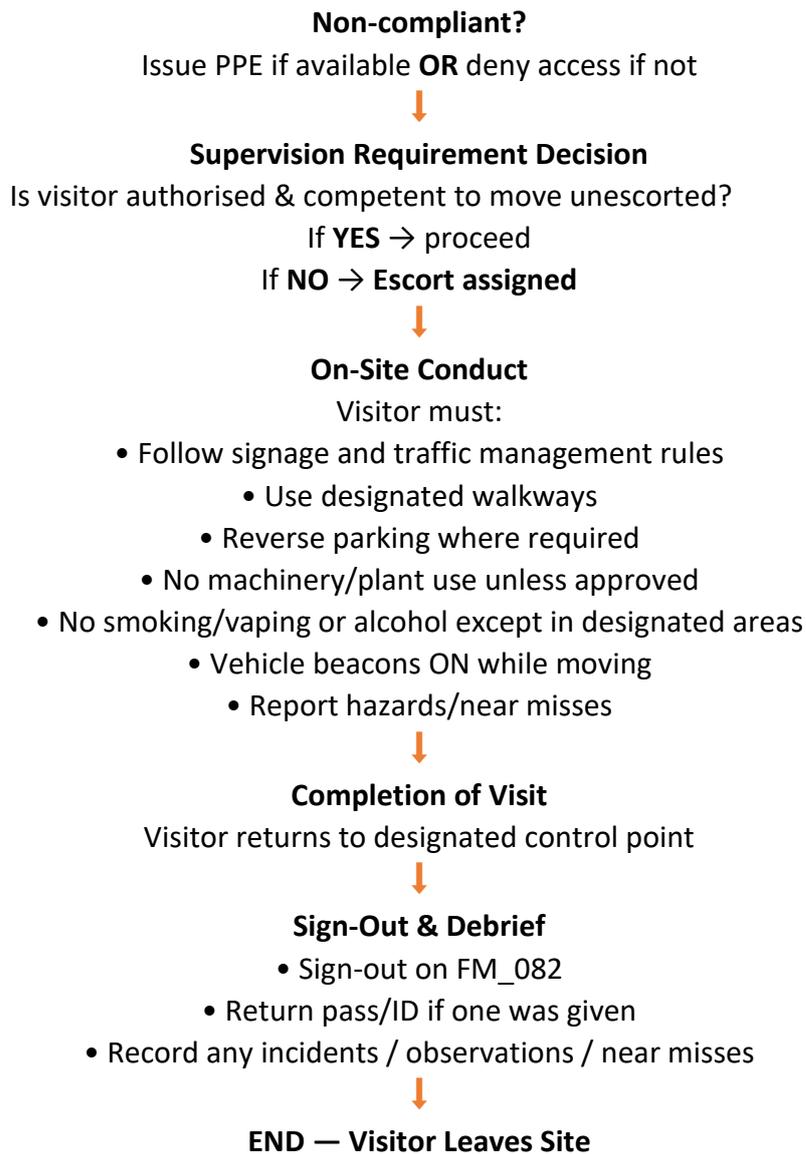
4.3 Exiting the Site

- Visitors must:
 - **Sign out** on the Visitor Sign-in sheet
 - Return any issued passes or visitor ID (if it applies)
 - Report any incidents, unsafe acts, unsafe conditions, near misses, or observations before leaving

4.4 Visitor Management Process Map

Visitor Access to Operational Sites *(Covers live & non-live highways worksites)*





5. Records

Ref. & Title
Incident / Near Miss / Unsafe Acts and Unsafe Conditions (Report via CSN Capture App system)
FM_111 Site Induction for Visitor.docx
FM_087 Site Induction for NYH staff, suppliers, subcontractors.docx
FM_082 Visitor Sign-in Sheet

6. References

Standard / Arrangement / Policy / Procedure Ref.	Title	Description
STA000001	Personal Protective Equipment (PPE) NYH Standard	Standard
PROC000074	PPE (Personal Protective Equipment) Procedure	Procedure
SSW0088	SSW0088 General Site Based.xlsx	Safe System of Work

Standard / Arrangement / Policy / Procedure Ref.	Title	Description
SSW0092	SSW0092 Workplace Transport inc Traffic Management.xlsx	Safe System of Work
SSoW / RAs	Related documents (SSoW, RA's, PPE, Traffic Management, Induction, Reporting incidents, unsafe acts, unsafe conditions, near misses)	

7. Review

This document will be reviewed as defined on the footer of this procedure or if changes to the process or responsibilities occur or following significant and relevant changes in UK legislation.

This procedure will also if the following occurs:

- Major incidents involving visitors
- Changes to UK highways legislation
- Significant changes to site or operational conditions