



VISITORS POLICY

Welcome to Louth and Meath Education and Training Board Administration Head Offices. It is the policy of LMETB to provide a safe and secure environment for our Staff members and Visitors. **For the purpose of this policy, the term 'Visitor' refers to any individual who is not a member of staff at Administration Head Quarters located in Chapel Street – Dundalk, and Abbey Road - Navan.** Visitors to this building are obliged to comply with the Safety, Health and Welfare signage, policies and procedures on site.

WHEN VISITING THIS WORKPLACE, THE FOLLOWING RULES APPLY:

- On entry, Visitors are required to report to the LMETB reception and sign the Visitors Book. Visitors should also record their time of departure when exiting the building.
- Visitors may be requested to wear an appropriate form of Visitor badge when on the premises.
- Whenever possible, Visitors should make an appointment or obtain prior authorisation for their visit from the relevant Manager, staff member or reception. Contractor deliveries or collections may be arranged in advance at a time most suitable for all at the discretion of Management and staff. Couriers, postal carriers and ad-hoc delivery services are required to have regard for the safety of all staff and occupants of this building, and the external car parking areas.
- Staff members receiving Visitors for meetings etc. are responsible for ensuring the Visitor is aware of their nearest emergency exit and appropriate assembly point. This information should be relayed to Visitors at the start of the meetings in preparation for an impromptu emergency evacuation. During Fire and Emergency Evacuations (including evacuation drills), entry to the car park and building will be restricted to emergency services.
- **THIS BUILDING IS A NO SMOKING AND NO E-CIGARETTE ZONE. Compliance with the No Smoking Policy of this building is mandatory.** An external smoking area is designated in the car parking area.
- The Management of this building shall have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising this discretion, the Management team and any relevant staff member shall consider the purpose of the visit, the impact of the Visitor's presence on the staff and the occupants, and the relationship of any Visitor to the staff and occupants.
- The Management team has the authority to exclude from the building and outer LMETB premises any person who disrupts, or who appears likely to become a disruption to work activities, or a threat to the safety and wellbeing of staff and Visitors. Law enforcement authorities will be called if deemed necessary.
- Visitors are required to use caution when driving Vehicles through the external car parking area and shall have regard at all times for pedestrians and others using the carpark facilities. Designated yellow zoned areas and no parking areas shall be complied with to avoid disruption during deliveries and emergency evacuations. Staff and Visitors, regardless of the nature and length of the visit, must show regard for car parking spaces designated to those with disabilities and mobility issues &.