



VISITORS POLICY

Version 1.3

Location(s): 5 Conqueror Court	Version: 1.3
Author: Quality Compliance Systems LTD & Reviewed and Amended by Olivia Gibbs	Authoriser: Heather Moores – Managing Director.
Date of issue: 07/05/2021	Review date: 07/05/2022

INDEX

- 1. AIM**
- 2. INTRODUCTION**
- 3. ROLES & RESPONSIBILITY**
- 4. EQUIPMENT**
- 5. HAZARDS and SAFETY**
- 6. PROCEDURE / SYSEMS IN PLACE**
- 7. QUALITY CONTROL and AUDIT**
- 8. REFERENCES**

1. AIM

To comply with statutes, regulations and health and safety quality standards. To ensure that Patients' rights are not infringed by visitors or staff. That at all times there is a record of who is in the building in the case of fire. That the GDPR and other data protection regulations are complied with

2. INTRODUCTION

The organisation acknowledges that the service provided is primarily for referred patients and that flexibility and control must be exercised at all times to ensure that Patient's rights are always protected.

In order to comply with health and safety regulations, and data protection all visitors not accompanying patients must sign in and out of the premises.

3. ROLES & RESPONSIBILITY

It is the responsibility of the senior team to ensure that the policy is read by all staff responsible for allowing professional visitors into the clinic. It is receptionist's responsibility to ensure that visitors sign in and out on every occasion. The importance of signing in and out is due to health and safety in the event of a fire or full evacuation.

4. EQUIPMENT

Visitor book located on reception.

5. HAZARDS and SAFETY

The visitors book is essential to ensure health and safety of clinic staff visitors and service users.

6. PROCEDURE / SYSTEMS IN PLACE

- Visiting hours will be in accordance with clinic opening hours, unless agreed otherwise by the Registered Manager.
- Visitors will be encouraged to announce themselves to staff on entry to the establishment, and to sign in and out of the premises. They must state their name, company they represent, vehicle registration number if applicable
- Visitors will be asked to wait in a reception area while the relevant employee is asked if they wish to receive the visitor.
- On entering the premises, visitors must agree to abide by the policies and procedures of the establishment.
- All staff must ensure that any sensitive information is not on view when visitors are shown round the clinic or in areas where meetings are taking place

HEM Clinical Ultrasound Service Limited – Visitors Book

The Regulations of the Health and Social Care Act 2008 Require a Record of all Visitors to the Clinic

Date	Visitors name	Organisation	Vehicle registration number	Time	
				In	Out

7. QUALITY CONTROL and AUDIT

This policy is subject to review and audit every 12 months or more often if required.