



Health & Safety Policy Update Communication

Title of Policy/ Procedure	Date of update communication
“Health and Safety – Visitors on Society Premises” Policy	Q3’2024

Reason for update:

Improvements needed in briefing all site visitors about site specific fire safety instructions

Who at risk:

Colleagues	X	Public / Visitors	X	Contractors	
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Risk reason:

Increased risk of colleague and visitor accidents and injuries

- Lack of knowledge of fire safety arrangements on a site may result in delayed or failed evacuation in the event of an emergency.
- Delays in evacuation during a fire can lead to serious injuries and possibly death

Key updates:

The following key updates have been made:

- Revised procedures for briefing visitors of site fire safety arrangements
- Society representative’s responsibility when arriving on site

Update activity:

To ensure that the policy documents is fully implemented on site, please read through the policy via the link below and communicate the key information to colleagues

Link to Policy: [Health and Safety - Visitors on Society Premises | Coop Colleagues Connect \(midcounties.coop\)](#)

H&S Policies:

All H&S policies and associated forms are available on Colleague Connect in the Health & Safety Policies section:

[Health & Safety Policies | Coop Colleagues Connect \(midcounties.coop\)](#)