




# Attending a Senedd site





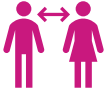
## External attendee guidance



May 2022

This document outlines the health and safety control measures in place across the Senedd estate to ensure the wellbeing of building users whilst on site. We ask that all building users, including external attendees, follow these control measures including those for Covid-19 safe practices.

By attending the Senedd estate you agree to the following:

 <p>Attending a Senedd site</p>	<p>If you require booking in to attend a Senedd site ahead of your visit, your Senedd contact should have done this for you. It is your responsibility to ensure that you are comfortable attending the site, taking into account any underlying health conditions or other risk factors which you may have.</p>
 <p>Arrival</p>	<p>On arrival Security will check you in. Please bear in mind the following:</p> <ul style="list-style-type: none"><li>• Allow approximately 15 minutes to go through security;</li><li>• There may be a short queue outside the building prior to entering;</li></ul> <p>Avoid bringing a large bag if you can and minimise the amount of belongings you bring with you, as we have airport-style security and all visitors and belongings are scanned.</p>
 <p>First Aid</p>	<p>The Senedd estate has a number of trained first aiders, first aid rooms and first aid kits with defibrillators for on site use. If you require first aid assistance during your visit please inform your Senedd contact and/or Security Officers who will be able to help.</p>

 <p>Incident reporting</p>	<p>The Senedd is committed to keeping all building users safe. If you experience a near miss or injury whilst attending the estate, please inform your Senedd contact and/or Security Officers without delay and they will complete an incident form for you.</p> <p>You can also notify the Health, Safety and Wellbeing team by emailing <a href="mailto:wellbeing@senedd.wales">wellbeing@senedd.wales</a></p>
 <p>Emergency evacuation during a fire alarm</p>	<p>During an emergency evacuation, the Senedd estate will sound a fire alarm.</p> <p>As an external attendee to site, please inform us prior to arrival should you require any additional assistance during an evacuation by contacting <a href="mailto:senedd@m.helpdesk@senedd.wales">senedd@m.helpdesk@senedd.wales</a> and we can create a Personal Emergency Evacuation Plan (PEEP) for you.</p> <p>In the event of an alarm please make your way to the nearest exit; your Senedd contact, a fire warden or Security officer will show the way out of the building and to the assembly point.</p>
 <p>Covid-19 symptoms</p>	<p>You must not attend the Senedd estate if:</p> <ul style="list-style-type: none"> <li>• You, or anyone in your household, is displaying any Covid-19 symptoms (a high temperature, a continuous cough and loss or change of taste or smell) OR;</li> <li>• You are self-isolating or have been told to self-isolate by Test, Trace and Protect (TTP).</li> </ul> <p>If at any point following your visit to the Senedd you begin to develop any symptoms of Covid-19, please leave site and take a Covid-19 test if possible. If your test results are positive, please let us know so that we can contact building users who you may have come into contact with whilst on site. This will be done anonymously. Data related to your attendance on site will be processed in line with the <a href="#">Commission Privacy Notice</a>.</p>
 <p>Hand hygiene</p>	<p>During your visit we ask you to regularly wash your hands and/or use hand sanitiser, which is provided in common areas throughout the building. There is signage in place to remind building users.</p>
 <p>Physical distancing</p>	<p>Physical distancing is part of the range of risk control measures across the estate, although this will look different in different locations. For anyone wishing to keep their distance from other building users, you can, if you wish, pick up a 'I'm still physical distancing' lanyard which are available from the Security staff.</p>

 <p>Face coverings</p>	<p>Whilst there is no longer a legal requirement for you to wear a face covering in indoor public places, Welsh Government continue to strongly recommend wearing them.</p>
 <p>Ventilation</p>	<p>Natural ventilation is key. Building users are encouraged to open windows where possible to allow for natural ventilation. Fresh air will supplement the air brought into offices and areas through mechanical systems that are in place and the Senedd building being a naturally ventilated building in itself.</p>
<p>Questions?</p>	<p>Finally, we hope you enjoy your visit, however if you have any concerns or questions prior to, during or after your visit, please speak to your Senedd contact, or Senedd Security.</p>