




# Working on or visiting a Senedd site






## Visitor guidance including external attendees, contractors/press



Senedd Commission Covid-19 Risk Rating: Low  
Last updated: January 2023

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

By attending the Senedd estate you agree to the following:

 Attending a Senedd site	<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 if you are attending an event being hosted at the Senedd;</li><li>▪ 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.</li><li>▪ Security must be notified in advance of your visit, if you intend to bring larger items.</li></ul>
 First Aid	<p>The Senedd estate has a number of trained first aiders, first aid rooms and first aid kits with defibrillators for onsite 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. Please phone 999 in an emergency.</p>
	<p>The Senedd is committed to keeping all building users safe. If you experience a near miss or sustain an injury whilst on the estate, please inform your</p>

<p>Incident reporting</p>	<p>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>Please inform us prior to arrival should you require any additional assistance during an evacuation by contacting <a href="mailto:EFMserviceteam@senedd.wales">EFMserviceteam@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 and other communicable diseases</p>	<p>You must not attend the Senedd estate if:</p> <ul style="list-style-type: none"><li>▪ You are displaying any Covid-19 symptoms (a high temperature, a continuous cough and loss or change of taste or smell) OR; are unwell for any reason</li></ul>
 <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>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 advise that wearing a face covering whilst unwell is an important public health measure.</p>
 <p>Ventilation</p>	<p>Natural ventilation is key to reducing the spread of communicable diseases. 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>

 Reporting a concern	<p>Hopefully you won't have any concerns whilst attending site. However, if you witness anything on site which contravenes the expectations set out in this guidance, please take the following actions:</p> <ul style="list-style-type: none"><li>▪ Point it out to the person in question immediately if you feel able. You should also:</li><li>▪ Report it to your line manager at the earliest opportunity, OR;</li><li>▪ Report it to the Security Duty Manager on the day, OR;</li><li>▪ Email the <u>Health, Safety and Wellbeing Team</u></li></ul>
 Further information	<p>If you have a question that is not covered in this document, please speak to your Senedd contact, or contact the <u>Health, Safety and Wellbeing Team</u>.</p>