

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT		BSS/HRM/028
Health and safety of staff visiting sites outside their primary area of expertise		ISSUE 001
Approved By: <i>A J Williams</i>	A Williams	Issue Date: 08/06/2004
Open Government Status: Fully Open		Review Date: 07/06/2007

1 Purpose & Scope

1.1 This procedure gives instructions for the health and safety of staff who are visiting sites where they may encounter risks beyond their primary area of expertise. This includes:

- Nuclear Installations inspectors visiting sites under the control of other Directorates
- CTG inspectors and other staff who are making any site visits.

Please see:

- BSS/HRM 010 for Identifying and Controlling Risks for NSD Staff Visiting Nuclear Licensed Sites; and
- See Health, Safety and Welfare of Staff involved in Cross-Directorate Major Investigations, where staff are involved in major investigations.

2 Procedures.

2.1 Before a visit is made the visiting officer should contact the inspector with primary responsibility for the site to be briefed on :

- the range of hazards to be encountered;
- the safety precautions which are necessary, (including those required by the host Directorate and the duty holder);
- any personal protective equipment, (PPE), which is required.

2.2 Before visiting a site, staff should ensure:

- they are fully briefed as to the hazards and precautions and that

appropriate PPE is provided either by personal issue or loan arrangements with the host Directorate or the duty holder (if the latter is considered acceptable in the circumstances by the inspector with primary responsibility for the site).

2.3 If staff are in any doubt about precautions that should be adopted they should discuss their concerns with their line manager and seek any necessary further guidance before visiting the site.

2.4 During a visit, the inspector with primary inspection responsibility for the site or, if considered acceptable by the inspector with primary responsibility for the site, a person authorised by the duty holder should accompany the visiting staff member.

3 Associated Documents

3.1 BSS/HRM 010 for Identifying and Controlling Risks for NSD Staff Visiting Nuclear Licensed Sites.

3.2 [Health, Safety and Welfare of Staff involved in Cross-Directorate Major Investigations.](#)

3.3 BSS/HRM/009 ISSUE, USE and RENEWAL OF PERSONAL PROTECTIVE EQUIPMENT (including RPE)

3.4 Issue, use and renewal of PPE for CTG staff _ To be inserted by CTG