GENERAL SAFETY INSTRUCTION GSI-SH-1

VISITS ON THE CERN SITE
1 INTRODUCTION

For the convenience of the reader, this General Safety Instruction uses the masculine gender only. However, its use shall be understood as referring to both genders unless the context clearly indicates a reference to one gender only.

1.1 Legal basis

In accordance with its intergovernmental status, the Organization establishes and updates Safety Rules to implement its Safety Policy.

This General Safety Instruction forms part of the CERN Safety Rules and is issued pursuant to the Staff Rules and Regulations and the CERN Safety Policy.

1.2 Purpose and scope

The purpose of this General Safety Instruction is to define the minimum Safety requirements for all types of visits on the CERN site.

1.3 Definitions

For the purposes of this General Safety Instruction, the following definitions shall apply:

- **Areas presenting potential risks for visits**: any CERN area (above or below ground), with the exception of administrative areas and areas where visits are prohibited.
- **Areas where visits are prohibited**:
  - areas classified as Prohibited Radiation Areas in accordance with the applicable CERN Safety Rules;
  - areas with a static or dynamic magnetic field higher than the exposure limit values defined in Safety Instruction IS361;
  - confined spaces;
  - any area where the Safety officer(s) concerned or the Radiation Protection Group has declared that visits are prohibited.
- **Escort**: 18-year-old person and over, who holds a valid CERN access card, is appointed by the organiser of the visit and is responsible for the safety of the visitor(s) throughout the visit. The escort may be the same person as the organiser of the visit or a CERN expert (e.g. RP expert) if required.
- **HSE Unit**: organic unit competent in matters of occupational health and safety, fire and rescue preparedness and responses and environmental protection.
- **Laws**: laws, rules, regulations, ordinances, prescriptions, directives, standards and procedures issued by a national or international authority other than CERN or by a professional association or standardisation body.
- **Members of the Personnel**: CERN Members of the Personnel as defined by the CERN Staff Rules and Regulations. Members of the Personnel comprise both employed and associated Members of the Personnel.
- **Minor**: a person under the age of 18.
- **Safety Officer**: person appointed by a Department Head, a Technical Coordinator or a Project Leader to support him in fulfilling his obligations in matters of Safety.
- **Types of visits**:

1 Safety Instruction IS36 “Safety Rules for the Use of Static Magnetic Fields at CERN”.
- **Official guided visit**: escorted visit under the responsibility of a CERN service regularly organising visits (e.g. CERN Visits Service, Protocol Office, Host States Relations, Press Office and the Large Experiments' visits services). Following a duly justified request, the Head of the HSE Unit may requalify an official guided visit as a professional visit of facilities.
- **Private guided visit**: escorted visit organised on a private basis by a Member of the Personnel.
- **Professional visit of facilities**: escorted visit organised in the framework of a professional assignment or an official guided visit requalified, by the Head of the HSE Unit, as a professional visit of facilities following a duly justified request.
- **Event-based visit**: visit organised in the framework of an industrial, cultural, scientific or charitable event organised on the CERN site and authorised by the Director-General.

- **Visit Safety Documentation**: set of documents and data relating to the assessment of the Safety at all stages of the visit and the corresponding measures and procedures as well as lessons learned.
- **Visitor**: a person, irrespective of his status at CERN, other than the escort or visit organiser, participating in any of the types of visit defined in this General Safety Instruction. To be considered as a visitor, the person concerned must participate in visits and be present on the visited premises only occasionally and must not carry out any operational activities (such as work or transport operations) or supervisory activities on the premises visited.

### 1.4 CERN Safety Rules and Laws

This General Safety Instruction is supplemented by the documents listed below, where they exist:

- Safety Regulations (SR);
- General Safety Instructions (GSI);
- Specific Safety Instructions (SSI).

In the event of any ambiguity or contradiction between the above-mentioned documents, they shall apply in decreasing order of priority, starting from the top.

### 2 MINIMUM SAFETY REQUIREMENTS RELATING TO VISITS ON THE CERN SITE

#### 2.1 General

The following shall be defined for each visit:

- a person responsible for organising the visit, who shall:
  - ensure that visitors are aware of the potential risks related to the visit and of the applicable Safety instructions;
  - guarantee compliance with the applicable CERN Safety Rules;
  - in the case of professional visits of facilities, the person responsible for the visit may, exceptionally, be a contractor, subject to authorisation by the CERN contract manager;
- at least one escort, who may be the visit organiser;
- the maximum permitted number of visitors in the group;
- any special conditions applicable to the visitors;
- the areas visited and/or to be passed through, including surrounding areas that are accessible;
- the safety equipment to be provided for or worn by the visitors and/or the escort(s).

The content of the Visit Safety Documentation is defined in Section 2.5.
A risk assessment shall be carried out for each type of visit and visit itinerary. This risk assessment shall:

- determine the conditions of visits, which must take account of any possible physical or psychological conditions of the visitors and escorts (e.g. pregnancy, reduced mobility, claustrophobia, etc.);
- define the maximum number of visitor groups that may be admitted to the visited premises simultaneously.

Visitors are not required to follow the training courses relating to access. However, these courses are compulsory for escorts.
### 2.2 Minimum Safety requirements by type of visit

<table>
<thead>
<tr>
<th>Type of visit:</th>
<th>Safety Requirement for:</th>
<th>Person responsible for organising the visit</th>
<th>Escort</th>
<th>Number/minimum age of visitors</th>
<th>Visitor</th>
<th>Areas visited and/or passed through</th>
<th>Safety equipment for visitors and/or escort(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official guided visit</td>
<td>Must: - draw up the Visit Safety Documentation; - keep it up to date; - ensure compliance with Safety requirements defined for the visit.</td>
<td>Must: - be authorised to access the areas visited and/or passed through; - know the potential risks related to the visit and the applicable Safety instructions; - know the appropriate action to be taken in all types of emergencies, e.g. evacuation procedure.</td>
<td>The maximum number of visitors per escort is 12. Groups including minors aged between 10 and 16 shall comprise at least 2 adults. Minors below the age of 10 are not authorised. The maximum number of visitors may be increased, the composition of the group may be changed and the applicable age limits may be decreased if a risk assessment demonstrates that the visit is safe under these changed conditions and subject to approval by the HSE unit.</td>
<td>Must be informed of the potential risks and the applicable Safety instructions and must comply with the latter.</td>
<td>For each visit, the itinerary of areas to be visited and/or passed through must be approved by the HSE Unit.</td>
<td>For any new visit itinerary and/or change made to an existing visit itinerary, the list of safety equipment to be provided for or worn by the visitors and/or the escort(s) must be approved by the HSE Unit.</td>
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<tr>
<td>Private guided visit</td>
<td>Must ensure compliance with Safety requirements defined by the Safety officer(s) concerned for the visit.</td>
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<tr>
<td>Professional visit of facilities</td>
<td>Must: - draw up the Visit Safety Documentation; - keep it up to date; - ensure compliance with Safety requirements defined for the visit.</td>
<td>The maximum number of visitors per escort is 12. Minors below the age of 16 are not authorised. N.B.: The safety officers responsible for the area(s) to be visited and/or passed through may impose more restrictive conditions.</td>
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<tr>
<td>Event-based visit</td>
<td>Must ensure compliance with the Safety requirements defined by the HSE Unit.</td>
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<td>The Safety requirements specific to each event are defined by the HSE Unit.</td>
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</tbody>
</table>

N.B.: The safety officers responsible for the area(s) to be visited and/or passed through may impose more restrictive conditions.
### 2.3 Additional Safety requirements compared to sections 2.1 and 2.2 for types of areas visited and/or passed thorough - conventional hazards

<table>
<thead>
<tr>
<th>Area visited and/or passed through</th>
<th>Types of visits authorised</th>
<th>Particular Safety requirements applicable to the organisation of the visit</th>
<th>Equipment/measures for visitors</th>
<th>Equipment/measures for escorts</th>
<th>Visitor restrictions</th>
<th>Escort restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area presenting potential risks for visits.</td>
<td>All types of visits.</td>
<td>No additional Safety requirements.</td>
<td>Flat, closed shoes. Other measures to be defined by the Safety officer(s) concerned.</td>
<td>Flat, closed shoes. Other measures to be defined by the Safety officer(s) concerned.</td>
<td>Areas presenting a magnetic hazard shall not be entered by visitors wearing or equipped with any of the following: pacemaker, defibrillator, electronic medicine dispenser, hearing aid, ferromagnetic implant (cf. IS361).</td>
<td>Areas presenting a magnetic hazard shall not be entered by anyone wearing or equipped with any of the following: pacemaker, defibrillator, electronic medicine dispenser, hearing aid, ferromagnetic implant (cf. IS361).</td>
</tr>
</tbody>
</table>
### 2.4 Additional Safety requirements compared to sections 2.1, 2.2 and 2.3 for types of areas visited and/or passed thorough - ionising radiation hazards

<table>
<thead>
<tr>
<th>Area visited and/or passed through</th>
<th>Classification of area</th>
<th>Types of visits authorised</th>
<th>Particular Safety requirements applicable to the organisation of the visit</th>
<th>Equipment/measures for visitors</th>
<th>Equipment/measures for escorts</th>
<th>Visitor restrictions</th>
<th>Escort restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area presenting potential risks for visits.</td>
<td>&quot;Supervised Radiation Areas&quot;, as defined by the CERN Safety Rules.</td>
<td>All types of visits except professional visits.</td>
<td>Authorisation by the Safety officer(s) concerned and the Radiation Protection Group. Maximum dose per visitor per year: 10 μSv.</td>
<td>Other measures to be defined by the Safety officer(s) concerned and the Radiation Protection Group</td>
<td>Passive dosimeter (DIS) and operational dosimeter (DMC). Other measures to be defined by the Safety officer(s) concerned and the Radiation Protection Group.</td>
<td>Minors below the age of 16 and pregnant women are not authorised.</td>
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<td></td>
<td></td>
<td>Professional visits.</td>
<td>Authorisation by the Safety officer(s) concerned and the Radiation Protection Group.</td>
<td>Maximum dose per visitor per year: 100 μSv.</td>
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<td></td>
<td>&quot;Controlled Radiation Areas&quot; as defined by the CERN Safety Rules.</td>
<td>Professional visits.</td>
<td>Authorisation by the Safety officer(s) concerned and the Radiation Protection Group. Maximum dose per visitor per year: 100 μSv.</td>
<td>Operational dosimeter (DMC) for each visitor unless written agreement by the Radiation Protection Group to the contrary. Other measures to be defined by the Safety officer(s) concerned and the Radiation Protection Group.</td>
<td>Passive dosimeter (DIS) and operational dosimeter (DMC). One escort required per group of 6 visitors. The dose shall be recorded, stored and available for consultation. Other measures to be defined by the Safety officer(s) concerned and the Radiation Protection Group.</td>
<td>Minors and pregnant women are not authorised.</td>
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</tbody>
</table>
2.5 Visit Safety Documentation

For each type of visit, the person responsible for organising the visit shall establish the Visit Safety Documentation as specified in the following table:

<table>
<thead>
<tr>
<th>Type of visit</th>
<th>Content of the Visit Safety Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official guided visit</td>
<td>The itinerary of the areas to be visited and/or passed through, including the corresponding authorisations. For each visit itinerary, the list of safety equipment to be provided for or worn by the visitors and escort(s). Details of how safety information will be communicated to the visitors. Documentary evidence that the escorts have followed the relevant safety training. Risk assessment (if applicable). HSE Unit approvals (if applicable). Any special conditions applying to the visits, in particular:</td>
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<tr>
<td>Private guided visit</td>
<td>No Visit Safety File required unless explicitly requested by the Safety officer(s) concerned.</td>
</tr>
<tr>
<td>Professional visit of facilities</td>
<td>The list of areas to be visited and/or passed through, including the corresponding authorisations and, if applicable, approvals. The list of safety equipment to be provided for or worn by the visitors and escort(s), including the corresponding approvals if applicable. Details of how safety information will be communicated to the visitors. Documentary evidence that the escorts have followed the relevant safety training. Written agreement by the Radiation Protection Group to dispense with an operational dosimeter (DMC) for each visitor, if applicable.</td>
</tr>
<tr>
<td>Event-based visit</td>
<td>Specific to the event, as requested by the HSE Unit.</td>
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</tbody>
</table>

3 FINAL PROVISIONS

3.1 Replacement of existing documents

This General Safety Instruction (version 3), including the applicable CERN Safety Rules and Laws (cf. Section 1.4), cancels and replaces General Safety Instruction GSI-SH-1 “Visits on the CERN site” (version 2).

3.2 Entry into force

This General Safety Instruction (version 3) enters into force upon its publication on the CERN website dedicated to the CERN Safety Rules: [https://www.cern.ch/safety-rules](https://www.cern.ch/safety-rules).