Safety Guideline SG-SH-1-0-1

GUIDELINE FOR THE IMPLEMENTATION OF SAFETY RULE
GSI-SH-1 "VISITS ON THE CERN SITE"

Summary
This Safety Guideline is intended to assist with understanding and applying General Safety Instruction GSI-SH-1 "Visits on the CERN site".
This guideline is partly based on comments, questions and remarks gathered during the consultation phase of the Safety Rules drafting process.

DOCUMENTATION

Reference documents:
[1] General Safety Instruction GSI-SH-1 "Visits on the CERN site" (EDMS 1137263)

TRACEABILITY

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<td>• Removal of version number of GSI-SH-1 in the document</td>
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INTRODUCTION

Unlike General Safety Instructions, whose application is compulsory, Safety Guidelines provide clarifications, explanations and advice on how best to apply a CERN Safety Rule; Safety Guidelines are therefore not compulsory.

This Safety Guideline was drafted based on comments gathered during the various stages of the drafting process in which the text of the General Safety Instruction GSI-SH-1 was submitted to interested parties. It provides clarifications of varying levels of detail on the various obligations set out in GSI-SH-1.

QUESTIONS RELATING TO CHAPTER 1 “INTRODUCTION”

2.1 Section 1.2 "Purpose and scope"

2.1.1 What is meant by all types of visits?

The various "types of visits" at CERN are defined in Section 1.3 "Definitions" of the General Safety Instruction GSI-SH-1.

2.2 Section 1.3 "Definitions"

2.2.1 What is the difference between an official guided visit and a private guided visit?

When a visit makes use of a CERN service that regularly organises guided visits, it is referred to as an "official guided visit". This includes, for example, guided visits organised by the CERN Visits Service, the Protocol Office, the Relations with the Host States Service, the Press Office or the visits services in the Large Experiments. Responsibility for the Safety of visitors in such cases is borne by CERN through measures put in place by the organisational unit that defined the visit itinerary and had it authorised and approved in advance by the key players in Safety matters involved in the process of validating the visit itinerary.

On the other hand, when a visit is organised privately, for example for a friend or relative, it is referred to as a "private guided visit". Responsibility for the Safety of visitors and, inter alia, for obtaining the necessary authorisations and approvals (where relevant) falls to the person organising the visit.

2.2.2 What is a professional visit of facilities?

It is sometimes necessary for visitors from an external company to be shown around a part of CERN to allow them to gain a better understanding of the location and environment in which they may have to work (for example, a future contractor). Such visitors may take notes and photos but may not work on facilities, bring any special equipment with them, or issue instructions to their teams. This is therefore referred to as a "professional visit of facilities".

Please note that, if during the visit a visitor takes actions to supervise personnel or has to carry out an operational activity, it is no longer considered a visit and the person is no longer considered a visitor (see Section 2.2.3, below).

By the same token, if the person is visiting our facilities with the aim of carrying out a small repair (tightening a screw, small welding work, replacing a circuit board, etc.) they cannot be considered as a professional visitor.

In both of these cases, a supervisory or operational activity has been performed.

2.2.3 What is a visitor?

A person is considered to be a visitor if he is not performing an operational or supervisory activity.
2.3 Section 1.4 "CERN Safety Rules and Laws"

2.3.1 What should I understand from Section 1.4 of the General Safety Instruction GSI-SH-1?

This section is a reminder that other Safety Rules may apply to visitors, visit organisers, escorts and more generally to any person participating in a visit.

The application of the CERN Safety Rule applicable to visits does not in any way exclude the application of other rules, such as SR-S "Smoking at CERN", SR-SO "Responsibilities and organisational structure in matters of Safety at CERN" (see Chapter 8), etc.

For information, you are reminded that the CERN Safety Rules are available on the official website at: https://www.cern.ch/safety-rules.

3 QUESTIONS RELATING TO CHAPTER 2 “MINIMUM SAFETY REQUIREMENTS RELATING TO VISITS ON THE CERN SITE”

3.1 Why minimum Safety requirements?

The General Safety Instruction sets out the minimum requirements to ensure the Safety of a visit. It is obviously possible to set higher requirements than those stipulated by the applicable CERN Safety Rules and, where relevant, the laws in force.

3.2 Section 2.1 "General"

3.2.1 Who is the person responsible for organising the visit?

The person responsible for organising the visit is the person who must ensure that the visit is organised in accordance with the applicable CERN Safety Rules, particularly with regard to the following points:

- the visit itinerary;
- the maximum allowable size of the group(s);
- the maximum number of groups allowed on the itinerary;
- the composition of the groups (adults, children, people in at-risk categories);
- the training of the escorts;
- the information and instructions to give to the visitors;
- etc.

N.B.: Special case where organisational unit "A" uses a visit itinerary established by organisational unit "B":

For example, the Protocol Office (organisational unit A) uses a visit itinerary defined by the CMS experiment (organisational unit B). Organisational unit B is responsible for defining the itinerary in accordance with the CERN Safety Rule and, in particular, for having it validated (authorisation(s) and approval). However, organisational unit A is responsible for applying the instructions and requirements, including the Safety instructions, provided by organisational unit B, as well as for complying with the applicable Safety Rules.
3.2.2 What is the role of the escort?

The escort is the person who accompanies the group. The escort represents CERN and must ensure the Safety of the visitors throughout the visit.

The rule specifies that this person must be at least 18 years of age (the age of majority in both Host States) and must:

- be trained for the itinerary to be followed;
- be aware of the hazards associated with the visit itinerary;
- be capable of responding to emergency or unplanned situations;
- be capable of managing a group;
- be fully familiar with the Safety Instructions and able to implement them.

Please note, each validated visit itinerary has its own escorts. It is not possible to be an escort for a visit itinerary for which you have not been trained.

3.2.3 What action should be taken if the validated (authorised and approved) visit itinerary is subject to variations not foreseen by the organiser?

A visit itinerary for which new variations are defined is considered to be a new itinerary. It must therefore undergo all the steps outlined in GSI-SH-1, from the risk assessment to the approval of the itinerary by the HSE Unit.

3.2.4 Why are visitors not subject to training but the escort is?

For obvious reasons of time, availability of training courses and potentially insufficient technical knowledge, it is not feasible to insist that all visitors undergo Safety training; in the absence of training, visitors must be given ample information on how to act, instructions to be followed and any protective equipment they should wear, and visitor groups must be led by fully trained personnel (escorts).

3.2.5 How can it be determined if someone is fit for a visit?

Some visit itineraries can be difficult or even impossible for people with certain physical or psychological conditions to access, e.g. itineraries that are inaccessible or present hazards for someone in a wheelchair, itineraries that are difficult for someone suffering from claustrophobia (lifts, tunnels, etc.), itineraries involving exposure to magnetic fields (wearers of pacemakers, defibrillators, etc.), etc. These conditions are identified and taken into account in the risk assessment carried out during the establishment of the visit itinerary.

In order to manage this type of situation as effectively as possible and to avoid any incidents or accidents, visitors must be warned about the conditions of the visit, at the very latest before the visit starts.

If the organiser or escort believes that a person is risking his/her health or safety or poses a risk to the rest of the group of visitors, the organiser or escort has the necessary authority to refuse to allow the person to take part in the visit.

3.2.6 What does any special conditions applicable to the visitors refer to?

It refers to any conditions that could be defined for Safety reasons by a Safety Officer (DSO, TSO, CSO, etc.). For example, it could be a limit on how long people can stay in an area with elevated noise levels.
3.3 Section 2.2 "Minimum Safety requirements by type of visit"

3.3.1 Why are groups of visitors subject to age conditions and conditions regarding the group's composition and size?

The number of people admitted simultaneously to a visit itinerary is limited for Safety reasons, essentially relating to evacuation in the event of an emergency.

Moreover, the safe supervision of a group of visitors entails:

- fixing a limit for the number of people in each group;
- imposing rules regarding the presence of children and their supervision by adults.

General Safety Instruction GSI-SH-1 imposes a minimum age for visitors, namely 10 years. This is based on CERN's wish to set a lower age limit. Given that CERN may be required to transport groups of visiting children using its own vehicles and given the regulations regarding the transport of children and the equipment required on vehicles for the transport of children, it was decided to set this age limit at 10 years, below which visits are not permitted. However, it is possible to decrease this age limit if a risk assessment shows that doing so would not adversely affect the Safety of participants in the visit.

Regarding groups with children, the rules in force for school trips in the Host States were our reference point; this is why groups of children under 16 years of age must be accompanied by two adults. However, as for the age limit, it is possible to change the group composition (children/adults) if a risk assessment shows that such a change would not adversely affect the Safety of participants in the visit.

Regarding the maximum number of people per group, the limit is set at 12, the same as in version 1 of the rule. However, it is possible to exceed the group size limit if a risk assessment shows that doing so would not adversely affect the Safety of the participants in the visit.

The capacity of the areas visited, the hazards present and the evacuation conditions in the event of an emergency are the factors that must at least be taken into consideration in the risk assessment.

Any risk assessment carried out with a view to modifying the lower age limit, the composition of the group or size of the group must be submitted to the HSE Unit as early as possible for analysis and approval.

Recommendation: it is important to take into account in the risk assessment the size of groups and the total number of groups present on the visit itinerary.
The following diagram summarises the composition of groups:

- **Less 10 years**: No visits if <10 years of age.
- **10-12 years**: Group of 12 visitors - 10 minors and 2 adults.
- **12-14 years**: Visits to monitored areas not permitted.
- **14-16 years**: Visits to controlled areas not permitted.
- **16-18 years**: Visits to controlled areas not permitted.
- **Over 18 years**: Group of 12 visitors.

Conventional: All visits, including school visits, except professional visits.
Radiation monitored: Professional visits not permitted.
Radiation controlled: Visits to monitored areas not permitted.
Professional visit: Group of 6 visitors in controlled areas.
3.3.2 I want to open my visit to children under 10 years of age: what do I need to check, what do I need to take into account in my risk assessment and what other measures should I take?

The following points should be taken into account in the risk assessment (but the list is not exhaustive):

- height of guard rails and steps;
- size of personal protection equipment compatible with the size of the child (Safety helmets, etc.);
- age compatible with the requirements of walking around the site;
- risk levels of nearby installations;
- etc.

If applicable, compatibility with transport using CERN vehicles, particularly the compliance of restraint systems (seatbelts) for the age group.

3.3.3 Why does the text refer to areas visited or passed through?

Areas passed through, including surrounding areas that are accessible (see Section 2.1 of GSI-SH-1), may involve certain specific hazards such as, for example, chemical hazards, electrical hazards, hazards associated with radiation, etc. It is therefore necessary to evaluate these hazards and to consider the areas passed through (and surrounding areas that are accessible) in the risk assessment, and then in the prevention and protection measures deployed.

3.4 Section 2.3 "Additional Safety requirements compared to Sections 2.1 and 2.2 for types of area visited and/or passed through - conventional hazards"

For all questions on this section, please contact the HSE Unit (Safety-Rules.Secretariat@cern.ch or hse.secretariat@cern.ch).

3.5 Section 2.4 "Additional Safety requirements compared to Sections 2.1, 2.2 and 2.3 for types of area visited and/or passed through - ionising radiation hazards"

For all questions on this section, please contact the HSE Unit (Safety-Rules.Secretariat@cern.ch or hse.secretariat@cern.ch).

3.6 Section 2.5 "Visit Safety Documentation"

3.6.1 Who must draw up the Visit Safety Documentation?

The person or service that defines the visit itinerary and has it validated is responsible for drawing up and updating the Visit Safety Documentation, as well as for archiving them.

3.6.2 I am organising a visit that follows an existing itinerary, do I need to draw up a Visit Safety Documentation?

For the Visit Safety Documentation for the visit itinerary, you must ensure that the documents and information below have been communicated and are available on request:

- all required documents (authorisations and approvals, list of safety equipment and corresponding approvals where applicable, information to communicate to visitors, evacuation instructions, number of visitors permitted, number of groups permitted, etc.);
- all necessary information (hazards present, steps to be taken in the event of an emergency, etc.);
- all training required for the escort(s), with proof that the training has been followed and is valid.
In addition, it is necessary to archive in the Visit Safety Documentation all documents and details of communication with:

- the person or service that defines the visit itinerary and has it validated,
- the Safety Officers concerned,
- the escort(s),
- etc.;

these are the Safety documents for the visit.

3.6.3 In what format are the Visit Safety Documentation?

The format is not important: paper, electronic, etc.; above all, you must be in a position to be able to present the required information quickly upon request.

3.6.4 What format must the authorisation and approval for the areas visited and/or passed through take?

The format is not important: paper, electronic, memo, e-mail, etc.; all are acceptable, provided that the content allows the requirement imposed by the rule to be met.

4 OTHER QUESTIONS

4.1 How can I obtain authorisation for a visit?

It is always preferable to make the request via one of the entities that organise official guided visits; access authorisations are managed in the framework of these official guided visits by the visits service concerned.

If however it is not possible or desirable to make the request via a visits service, you should contact:
- the Safety Officers concerned for the authorisations to visit and/or to pass through an area, e.g.:
  - the TSO for the buildings visited or passed through;
  - the LEXGLIMOS or the EXSO for the experiments visited or passed through;
- the HSE Unit for approval of the itinerary (if applicable), on presentation of the risk assessment and the Visit Safety Documentation (if applicable).

4.2 How do I inform visitors of hazards?

In writing if, prior to the visit, contact has been made with a person responsible for the group of visitors and in all cases at least orally before the visit begins, in a language that can be understood by the visitors.

4.3 Who exactly is the Safety Officer concerned (how can they be contacted)?

This information is available in the SOS database (http://safety.cern.ch/).