

VISITOR BOOK & FIRE REGISTER

DATE	VISITOR'S NAME	HOST NAME	VISITOR'S Co.	VEH. REG.	SIGNATURE	TIME IN	PASS NO.	TIME OUT	PASS ✓ RETURNED?
Please read Information for all Visitors before signing									
DATE	VISITOR'S NAME	HOST NAME	VISITOR'S Co.	VEH. REG.	SIGNATURE				

VISITOR		<input type="checkbox"/>
CONTRACTORS		<input type="checkbox"/>
VALID ON	<input type="text"/>	

For your own safety please note the following information:

Health & Safety - All visitors are subject to the Health & Safety at Work Act 1974, MHSWA Regs. 1999 and building Regulations whilst on the premises. Please report any accidents, injuries and near misses or illness to your host as soon as possible. Your Host has a responsibility for your safety whilst on these premises.

Fire / Emergency - In the event of an Emergency Evacuation please leave the building immediately via the nearest safe exit. Please report to the Fire Marshall at the designated assembly point. DO NOT stop to collect personal belongings. DO NOT re-enter the building until you are advised it is safe to do so.

Smoking - Please respect the NO SMOKING policy.

Parking / Personal Property - Vehicles are parked at owner's own risk and must be parked safely at all times. We regret we cannot accept responsibility for personal belongings brought onto the premises.

Contractors - Please ensure that all necessary Permit to Work documentation is completed before commencing work.

**PLEASE RETURN
YOUR PASS TO
RECEPTION ON
DEPARTURE**

INFORMATION FOR ALL VISITORS

THE VISITOR BOOK & FIRE REGISTER IS MAINTAINED IN THE INTEREST OF YOUR SAFETY AND WELL-BEING.

YOU HAVE A DUTY TO ACT IN A SAFE MANNER AT ALL TIMES AND YOUR ATTENTION TO THE FOLLOWING INFORMATION IS KINDLY REQUESTED.

Please complete all required details on the next available pass and wear the pass visibly throughout your stay.

Please familiarise yourself with the notes on the pass, as your signature indicates that they have been read and understood.

Please ask your host if there is anything you are unsure of.

CONTRACTORS

Contractors must not commence work until they have reported to their host and ensured that any necessary Permit to Work documentation is Completed. It is your duty to work in accordance with agreed safe systems of work and you must leave your work area in a safe and tidy condition at all time.

ON DEPARTURE

All Visitors and Contractors must return their pass to the point of issue on departing the premises at any time.

This is to ensure we maintain an accurate and up-to-date Fire Register.

THANK YOU FOR YOUR CO-OPERATION