

# VISITOR BOOK & FIRE REGISTER

DATE	VISITOR'S NAME	HOST NAME	VISITOR'S Co.	VEH. REG.	SIGNATURE		TIME IN	PASS NO.	TIME OUT	PASS <input checked="" type="checkbox"/> RETURNED?
						Please read Information for all Visitors before signing				
DATE	VISITOR'S NAME	HOST NAME	VISITOR'S Co.	VEH. REG.	SIGNATURE					

Valid on this date only

DISABLED VISITORS: For your safety, please tick the box if you have a mobility problem. This is to ensure that we can respond to your needs in an emergency

THROUGHOUT YOUR VISIT YOUR PERSONAL SAFETY IS OUR CONCERN - WE THEREFORE REQUEST THAT YOU ABIDE BY THE FOLLOWING:

## VISITOR

**Health & Safety** - All visitors are subject to the Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999 and Company Regulations whilst on the premises.

**Smoking** - Please respect the NO SMOKING policy.

**Fire / Emergency** - In the event of an Emergency, all visitors must leave the premises immediately via the nearest safe exit and report to the designated assembly point. Do not re-enter the premises until you are advised it is safe to do so.

**Contractors** - Must ensure that any necessary Permit to Work documentation is completed before commencing work.

**Accidents / Incidents** - All accidents, injuries and near misses must be immediately reported.

Pass No.

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

## IMPORTANT INFORMATION FOR ALL VISITORS

*The Visitor Book & Fire Register is maintained in the interest of your safety and well-being and your attention to the following is kindly requested. Please note that you have a duty to act in a safe manner at all times.*

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 must not commence work until they have reported to their host and ensured that any necessary Permit to Work documentation is completed.

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**