## **VISITOR BOOK & FIRE REGISTER**

TE VISITOR'S NAME HOST NAM	E VISITOR'S Co.	VEH. REG.	SIGNATURE Please read Information f	ġ	TIME IN	PASS NO.	TIME OUT	PASS RETURN
TE VISITOR'S NAME HOST NAM	E VISITOR'S Co.	VEH. REG.	all Visitors before signing					
VISITOR	DISABLED VISITORS: problem. This is to ensi	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 Y	THROUGHOUT YOUR VISIT YOUR PERSONAL SAFETY IS OUR CONCERN - WE THEREFORE REQUEST THAT YOU ABIDE BY THE FOLLOWING:						
	Work Act 1974, Man	<b>Health &amp; Safety</b> - 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	Smoking - Please respect the NO SMOKING policy.						
	leave the premises in the designated asser	<b>Fire / Emergency</b> - 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 - Mudocumentation is con	<b>Contractors</b> - Must ensure that any necessary Permit to Work documentation is completed before commencing work.						
Pass No.	Accidents / Incidents / Incide		ts, injuries and near mis	ses				
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				_				
				_				
					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