

TITLE: VISITORS POLICY

Authorised by:
Russell Prince
Chief Executive

Effective Date: 01/03/2016

Supersedes: 15/05/2012

Formal Induction for Visitors or Contractors

Sign in/out at Reception

- In the event of a fire we will know exactly who is on site
- If the alarms do sound you must exit the building and assemble outside the main entrance.
- One of our register holders will account for you.
- Make yourself aware of the fire escape routes
- Strictly no photographs or sound recordings will be taken on site without express permission.

No Smoking

It is unlawful to smoke on these Premises. Smoking is permitted in designated areas around the perimeter of the building.

First Aid

If you have an accident, or fall ill, we have qualified First Aiders on site inform your site contact who will make the necessary arrangements.

If Reception is unattended please use phone and dial 205, 201 or 227