

VISITOR BOOK & FIRE REGISTER

DATE	VISITOR'S NAME	HOST NAME	VISITOR'S COMPANY	SIGNATURE	Y/N	Y/N	Y/N	Y/N	CONTACT NO.	VEH. REG.	TIME IN	PASS NO.	TIME OUT
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Please read Information for all Visitors before signing

DATE	VISITOR'S NAME	HOST NAME	VISITOR'S COMPANY	SIGNATURE	Y/N	Y/N	Y/N	Y/N	CONTACT NO.	VEH. REG.	TIME IN	PASS NO.	TIME OUT
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Valid on this date only

Have you displayed any symptoms of Covid-19 (coughing, fever, loss of taste/smell) in the last 14 days?

Have you had close contact within the last 14 days with anyone diagnosed with Covid-19?

Have you visited any overseas countries in the last 14 days?

Have you had close contact with anyone who has travelled in the last 14 days to an overseas country?

GDPR - The data captured here is for the purpose of legal compliance with Health & Safety legislation and with legitimate interest for ensuring the site's safety & security. The data is not further processed and it is stored securely for no longer than necessary.

Health & Safety - All visitors are subject to the Health & Safety at Work etc. 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.

May we draw your attention to the information on the right hand side of the register
 Covid-19: Please respect government social distancing rules.

Pass No.



PLEASE RETURN YOUR PASS TO RECEPTION ON DEPARTURE

IMPORTANT INFORMATION FOR ALL VISITORS

The data captured in 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.

GDPR: The data captured here is for the purpose of legal compliance with Health & Safety legislation and with legitimate interest for ensuring the site's safety & security. The data is not further processed and it is stored securely for no longer than necessary.

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 note that you have a duty to act in a safe manner at all times. If you see something which does not appear safe, please report it to your host.

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.

Covid-19: Please respect government social distancing rules, plus any Covid rules that the establishment you are visiting may have.

THANK YOU FOR YOUR CO-OPERATION