

# **A W INSTALLATIONS LTD**

## **VISITORS RECORDS**

# A W INSTALLATIONS LTD VISITORS SAFETY RULES

## Visitors Records

- All visitors must read these rules and enter their details in this Visitors Records Manual on arrival.

## Parking

- Visitors are only allowed to park their vehicles in approved parking areas and must enter their registration details into the Visitors Records.
- Vehicles must not obstruct fire exits, fire escape routes, pedestrian walkways, private or public access, or any other potential vehicle movement areas.

## Reception Area

- Visitors must remain in the reception area until met by an authorised member of staff.
- Visitors must either (i) be accompanied or (ii) be authorised to enter specific areas of the premises by prior arrangement.

## Security

- Nothing may be taken from the premises without permission.
- We reserve the right to request to search visitors bags, packages and vehicles.
- Visitors must be prepared to identify who they are if requested to do so by any member of staff.
- Suspicious looking packages / items must be reported to a Manager immediately.

## Health and Safety

- Visitors must use all protective clothing and equipment provided by us or if necessary, supply their own as required by current legislation.
- Visitors must not enter any areas without the permission of an authorised representative.
- All visitors (including contractors) must report any accidents, injuries or dangerous occurrences to the authorised representative immediately.

## Fire

- Visitors must obey the fire procedures and instructions as displayed at various locations within the premises.
  - Visitors must comply with any 'NO SMOKING' controls.

**Thank you for your co-operation.**

