

# *Mad Hatters*

## **Visitors Responsibilities**

In the interests of safety, visitors to the premises have a duty to comply with company safety procedures and must enter their details in the visitors book on arrival and departure.

### **Vehicle Parking**

- All vehicles must be parked in marked areas in accordance with visitor parking arrangements.
- Please ensure that your vehicle does not obstruct access routes for emergency services and/r emergency exits.
- If in doubt please ask the person you are visiting.

### **Reception Area**

- Visitors are advised that they must wait in reception until they are collected.
- No visitor should enter the company premises unaccompanied unless previously authorised to do so.

### **Health and Safety**

- Personal protective equipment and/or clothing may be provided for your protection. If so please follow the instructions for use provided.
- Please do not enter any area of the premises unless you have permission from authorised personnel.
- Accidents to visitors or contractors must be reported to company personnel without delay.
- Under no circumstances are weapons allowed to be brought on to nursery premise.

### **Fire Procedure**

- In case of fire please read the nearest fire procedure notice and follow the instructions given.
- Please do not smoke unless in an authorised “Smoking” area.

### **Security**

- Authorised personnel must grant permission before any article is removed from the company’s premises.
- Please ensure all mobile phones with a camera and signed into the office. Nursery accepts no responsibility for damaged/misplaced/lost personal belongings.

This company operates a “Spot Check” system for searching visitor’s bags and vehicles.

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## **Visitors Safety Rules**

In order for our company to comply with current Health and Safety Regulations the following procedures have been drawn up.

They provide guidelines for the safety of visitors to the premises and place certain duties on both visitors and employees.

### **Employees Responsibilities**

In the interests of visitor safety all employees of the company should strictly adhere to the following instructions.

- When expecting a visitor you should be present in reception in good time so that your visitor is not kept waiting.
- Ensure that your visitor/s enter their details in the visitors book.
- Ensure that visitors read the relevant procedures e.g. Fire Procedure, and follow instructions where necessary.
- Ensure that visitors remain in reception until collected.
- Any accidents to visitors should be reported according to company accident reporting policy.
- Always ensure that a company representative accompanies your visitor/s.
- Ensure that your visitor/s sign out before leaving the premises.

**NEVER LEAVE A VISITOR ALONE!**