

Visitors



Welcome to the setting

Please **show ID** upon entering.

Ensure phones stay in your pocket, or locked in the phone tin. **Personal phones are not permitted in the setting at any time.**

In the event of a fire, please follow instruction from a member of staff. During a drill we gather just outside of the back door. In the event of a real fire we evacuate out the safest door and gather in the entranceway of the flats opposite the building.

Date	Name of main person	Number of guests attending together	Mobile number	Reason for visit (tour, meeting, facilities, etc.)	Sign to acknowledge the information above	Time in	Time out	ID seen Initialled by staff checking