

# Safety and Security Notice Visitors and Contractors



## Signing In

All visitors and contractors are required to sign in at Reception on arrival and to sign out on leaving. On signing in, the visit host will be notified of your arrival and will advise you of any additional guidelines or procedures that you need to be aware of whilst on site.

## Car Parking

Users of the car park do so at their own risk. The WMA will not accept liability for any accidents, damage or loss incurred.

## Smoking and Vaping

In order to provide a working environment which is pleasant and healthy, smoking and vaping is not permitted anywhere on site, this includes the carpark, all buildings and vehicles.

## Access

The building is controlled by fob access, employees are responsible for accompanying their visitors at all times, this is essential to gain access to different areas within the building. The route back to reception is accessible using the circular 'no touch' sensors located to the side of each door.

## Facilities

For the convenience of visitors and contractors, all toilets are located on the ground floor.

## Wi-Fi

Wi-Fi connection is available to visitors on request, the WMA data protection policy temporarily covers visitors whilst on company premises.

## Learning Events and Accidents

If you require first aid whilst on site, immediately notify your host or a first aider (identified by their green lanyards). First Aid Boxes and a Defibrillator are located in Reception. All learning events (Near Misses) and accidents should be reported to your host and recorded in the Accident Book or by completing a Learning Event form. It is the responsibility of the visitor/contractor to provide complete and accurate information when reporting an accident or learning event.

## In the Event of a Fire

If you discover a fire, immediately raise the alarm by activating a fire alarm 'break glass' call point. On hearing the fire alarm, leave the building calmly and quickly via the nearest available exit and proceed to the fire assembly point in the corner of the car park, nearest the fire station.