**MTC Northwest & MTC Truck & Van Rental Visitor Health and Safety Policy**

All visitors should report to reception on arrival and sign into the visitors’ sign in app.

During your visit we will take suitable steps to ensure your wellbeing and advise on appropriate safety requirements.

The member of staff you are visiting will show you the fire evacuation procedure for the building. Always take note of the fire escape routes and emergency exits for the area you are located.

**Contractors on Site**

Contractors carrying out works on MTC Northwest site must report to Reception to confirm details of their intended works and provide a copy of their Employers' Insurance Certificate and RAMS prior to commencement. MTC Northwest cannot accept responsibility for loss or damage to personal property belonging to contractors on site.

**Emergency**

**Fire Safety**

If you discover or suspect a fire:

**√** Shout ‘FIRE’ and sound an alarm by activating the nearest fire alarm

**√** Evacuate the building by the nearest fire exit

**X** Do not stop to collect personal belongings

**√** Report to the assembly point

**X** Do not re-enter the building until authorised to do so.

Fire alarms are tested regularly. You will be advised if testing is to be carried out during your visit.

**First Aid**

If you require first aid:

**√** Contact reception to locate and provide first aid or dial 999 if an ambulance is required and inform reception you have done so to assist in directing the ambulance staff to you.

**√** If you have a medical condition you think we should be aware please advise upon your arrival.

**Personal**

Please ensure that appropriate action is taken to secure any valuable or personal items. MTC Northwest cannot accept responsibility for loss or damage to personal property belonging to visitors.

Please sign to confirm you have read and understood the above.

Print Name: …………………………………………………………………

Signature: ………………………………………………………………… Date: ……………………