**A blue circle with a person icon

Description automatically generatedA green sign with white people and arrows

Description automatically generatedA no camera sign

Description automatically generatedA no smoking sign

Description automatically generated**

**VISITOR INSTRUCTIONS**

Welcome! We are pleased to have you as a guest of {{Company\_Name}} at our facilities.

**Health and safety information**

The safety of our guests is our top priority – it’s important you follow these instructions during your visit to BCS:

* Wear your visitor badge throughout your visit and return it to Reception when you leave.
* Familiarise yourself with our two fire exits: main entrance that you used when you arrived at BCS; door with push-bar, located to the right of the atrium.
* In an emergency, leave the building immediately via your nearest safe exit and report to the designated assembly point in Circus Place.
* Please notify our staff now if you’re disabled and would need assistance during an evacuation.
* Our fire alarm is tested every Tuesday at 9:45am for roughly 60 seconds ¬– if you hear a continuous fire alarm at any other time, you must evacuate the building.
* Smoking or vaping is strictly prohibited inside the building.
* You will need to seek written permission to take any photographs or videos inside the premises or surrounding facility.
* If you require first aid, speak to a member of staff or attend the staff office.
* Report any accidents, or near misses, to BCS staff so they can be dealt with appropriately.
* Please be respectful to our staff and other guests at all times. We promote a friendly and welcoming environment at BCS – we won’t tolerate abusive or offensive behaviour in any form and may pursue such an action as a breach of the BCS code of conduct.

By signing into the facility, you acknowledge and understand the Health and Safety Instructions posted.