**PREMISES RULES**

**Falkirk Council is committed to making sure your visit is a safe one.**

* **Make yourself known to the nominated site contact and familiarise yourself with what action to take in the event of an emergency**
* **Don’t commence any work until you discuss the works with the nominated site contact and have agreed any control measures needed**
* **Ensure your visitors pass is visible at all times while on the site**
* **Hazardous substances can only be stored on the premises with the express permission of the nominated site contact**
* **Read and review the asbestos register and do not disturb any surfaces if asbestos is or is suspected in the work area**
* **If you suspect your work has disturbed previously identified asbestos or encountered asbestos not identified in the asbestos register:**
  + stop all activities in the area and do not move or touch any suspect materials
  + leave the area and make sure nobody enters the area
  + immediately notify the nominated site contact
* **Don’t touch any plant or equipment unless you have been authorised to do so**
* **Don’t distract staff from their duties and avoid contact with other building users**
* **Remain in the agreed work area and don’t enter any other area without the express permission of the nominated site contact**
* **Anyone discovering a fire should immediately sound the alarm at the nearest manual call point**
* **On hearing the alarm, leave the building by the nearest exit and make your way to the Assembly Point at insert details of Assembly Point.  Do not re-enter the building until authorised by the Fire Marshall**
* **Smoking is not permitted anywhere within the grounds**
* **Report all injuries, defects or problems immediately, no matter how minor**

**Remember to sign out and return your visitors pass and any keys at the end of your visit**

**NOMINATED SITE CONTACT: Insert Name**

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| **Date** | **Name** | **Company** | **Vehicle Registration** | | **Badge No.** | | **Time In** | | **Time Out** |
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| **Details of Work** | | | | **Hot Work**  Y/N | | **Work at Height**  Y/N | | **Work with ACMs**  Y/N | |
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| **Date** | **Name** | **Company** | **Vehicle Registration** | | **Badge No.** | | **Time In** | | **Time Out** |
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| **Details of Work** | | | | **Hot Work**  Y/N | | **Work at Height**  Y/N | | **Work with ACMs**  Y/N | |
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| **Date** | **Name** | **Company** | **Vehicle Registration** | | **Badge No.** | | **Time In** | | **Time Out** |
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