[Insert organisation name/logo]

# WELCOME

Hello **[insert organisation name**] visitors

When visiting **[insert organisation name]**, we ask that you sign in so that in the event of an emergency evacuation we can ensure we are aware that you are on the premises and can be safely exited from the building.

If there is an emergency situation, please follow instructions from **[insert organisation name]** staff.

Whilst you are on the premises, there is an expectation that you follow basic work health and safety practices. If you witness or are involved in a work health and safety incident, please report it to a staff member immediately. The staff member will provide instructions on how to proceed.

Thank you for your cooperation.

**[Insert organisation name]**