



# SCCO Visitor Car Pass

Please ensure that this car pass is placed in clear view and displayed at all times whilst on campus. Please destroy once no longer required.

Arrival Date	6 <sup>th</sup> March 2018
Departure Date	6 <sup>th</sup> March 2018
Name	
Event	Andersons Conference
Car Registration	
Authorised	<i>Lisa Plant</i> 14/11/2017

- All visitors must sign in.
- All visitors must be accompanied by their host(s) at all times.
- Please ensure you display a valid visitors car pass at all times and park in permitted areas only. A fixed penalty charge notice will be issued for a breach of parking regulations.
- All accidents and near misses occurring on campus must be reported and Accident forms completed before departure. First aid assistance can be provided. All visitors must comply with site policies and procedures including wearing protective clothing and equipment and considering the safety of themselves and all other persons.
- All visitors must comply with the site emergency procedures and evacuate building in the event of a fire. Please report any fires you discover and activate the alarm by pressing the nearest fire call point.
- In an emergency go to the nearest assembly point - marked by a green and white sign adjacent to car park areas.
- If you are visiting the Engineering Department please read the 'Day Visitors' information leaflet (PDF): [www.harper.ac.uk/engvisitor](http://www.harper.ac.uk/engvisitor)
- Pet animals should not be left alone in parked vehicles (Harper Adams completely conforms to the RSPCA recommendations).