

SITE VISIT ARRANGEMENTS SHEET

Construction (host) co-ordinator:		Site details:	Site manager:
Name:		Project name:	Name:
Position:		Address:	Tel:
Tel:			Email:
Email:		Location map/parking details available? Yes/No	
		Sat Nav postcode?	
Visitor co-ordinator:		Visitor details:	
Name:		Organisation:	
Position:		Address:	
Tel:			
Email:		Location map/parking details required? Yes/No	
Date of visit:		Total number of visitors:	Additional access arrangements:
Time of visit:			
Purpose of visit:			
Itinerary and route details: (Use separate sheet if necessary)			
Host co-ordinator checklist:		Site manager checklist:	Visitor checklist:
Refreshments organised	<input type="checkbox"/>	Risk assessments completed	<input type="checkbox"/>
PR permissions obtained	<input type="checkbox"/>	PPE ordered	<input type="checkbox"/>
Photography arrangements made	<input type="checkbox"/>	Site people identified	<input type="checkbox"/>
Branded freebies available	<input type="checkbox"/>	Route/agenda of site visit planned	<input type="checkbox"/>
			Names and boot sizes obtained <input type="checkbox"/>
			Photo consent forms completed <input type="checkbox"/>
			Risk assessments completed <input type="checkbox"/>
			Travel arrangements made <input type="checkbox"/>