

Guidance on the safe use of other facilities for any University activity spanning research, knowledge exchange and general business activity

Staff and Students

Edinburgh Napier University Staff and Student Covid-19 requirements for activities, academic or leisure, on properties/facilities not managed by Edinburgh Napier University but are required for the provision of an academic course or any collaborative research or knowledge exchange project or general business activity, such as meetings etc. Edinburgh Napier University always expects the principles set out in the Scottish Government Guidance to be adhered to and the following guidance to be applied.

- Assess the requirement to use a non-university property/facility - if the activities can be done within the university then this should be the default position. All business meetings or other such meetings to discuss any collaborative research or knowledge exchange project should take place online.
- Gain approval from the Dean of the School.
- Request the Covid-19 risk assessment from the property/facility which is to be visited, prior to the visit being undertaken.
- Ensure all necessary information and guidance made available by the host company is passed to the persons carrying out the work in these premises.
- Confirm with the Edinburgh Napier University Health and Safety Team that this is compatible with the Scottish Government Guidance and Edinburgh Napier University overarching Covid-19 Risk Assessment. If it does not, do not use the property/facility without further consultation and not until the Dean of School and Edinburgh Napier University Health and Safety Team have agreed it is suitable to do so.
- Follow on all occasions the regulations set out at the visited property/facility and Scottish Government Guidance. Note: this can change at any time, so keep consulting this guidance. It may mean that research may need to be suspended at short notice.

All staff and students are requested to download the NHS Scotland Test and Protect Application.