



Health & Safety Visitors Policy

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<i>Authorised signature</i>	Sean Hughes, Health & Safety Manager

¹ or earlier if change in legislation or on risk assessment

Amendment Control

Version	Date	Amendments
1.0	Aug 2015	
2.0	Aug 2018	Review
3.0	Aug 2022	Review

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Policy

It is the University's policy to ensure that visitors to the University are not exposed to risks to their health and safety over and above those that may be encountered in day to day life. Visitors must be afforded the same degree of protection against risks to their health and safety as that extended to staff.

Definitions

'Visitors' include contractors, service providers, people who may be employed by different employers who are present on business at the University and members of the public.

All visitors must have the approval of the Dean of School or Director of Service or an appropriate member of staff. The member of staff who invites or escorts the visitor(s) is responsible for drawing their attention to the safety hazards in the area visited, to the precautions to be taken and to the relevant parts of the University Health and Safety Policy and School/Service Safety Code. The member of staff will act as their host for the duration of the visit.

Visitors are required to conform to the requirements of the University Health and Safety Policy and Procedures during their visit. These procedures are available [online](#).

If a visitor has an accident whilst on University premises, then the relevant [accident reporting procedures](#) are to be followed.

In the event of a fire incident the staff must instruct the visitor to leave by the nearest exit and go to the nearest [assembly point](#) outside the building.

If the visitor has mobility difficulties then the visitor will be required to be made aware of the relevant evacuation procedure, informing them of the location and how to use the [two way communications systems](#).

Information leaflets are available for visitors which explain the emergency procedures that require to be followed. These are available at the campus iPoint or can be downloaded from the [Health & Safety website](#).

Where a visitor is a contractor or service provider carrying out an activity for the University, then the host must risk assess their activities in which they are involved and take appropriate actions to ensure that sufficient information (e.g. health and safety file information, drawings, specifications etc.) is provided for them to complete their task safely. A risk assessment must be completed by the visitor and approved by the host before work can commence. The host has the responsibility for ensuring other University staff and students are not put at risk by the visitors' activities. All contractors are required to comply with the [Contractors Policy](#).

All ENU staff and students are expected to treat all visitors with dignity and respect, visitors are expected to return the compliment.