

## Health & Safety Policy

### Summary - Visitors

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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.

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.

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. (see *Further information and related links*)

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. (see *Further information and related links*)

Information leaflets are available for visitors which explain the emergency procedures that require to be followed. These are available at the campus reception desk or from the Health & Safety Office.



#### Further information and related links

Health and Safety website <http://staff.napier.ac.uk/has>

Accident Reporting procedure [click here](#)

Disabled refuge procedure and locations [click here](#)

Fire and emergency procedures [click here](#)