
Policy Statement
Dundee University has responsibilities as an occupier of premises and as an employer for the health and safety of anyone on site, irrespective of their purpose for being there, and seeks to ensure that visitors do not suffer any injury while on site. “Visitors” includes contractors, members of the public, people who may be employed by different employers and those who are present on business at the University.

Arrangements
Staff who are hosting or responsible for visitors must inform them at an early stage of the emergency arrangements that apply in the parts of the University that they are visiting. These include:

- Describing the sound of the Fire Alarm and the actions to be taken if the alarm sounds
- Locations of fire alarm call points
- Pointing out the emergency exit routes from the building
- Telling the visitor the arrangements for accidents including First Aid provision
- Explaining any other safety-critical procedures that apply at that location, e.g. infection risks, radiation hazards, use of personal protective equipment, etc.

Visitors in University premises should receive consideration of their needs arising from their unfamiliarity with the location, for example, clear and adequate signage for directions and to indicate hazards. Temporary hazards such as maintenance work need to be controlled to the standards that apply to places frequented by the public.


Where visitors are carrying out an activity under the control of the University then the host must risk assess any activities in which they are involved and take appropriate actions to ensure that sufficient information is given for their safe participation.

The University owes a greater duty of care to children than to adults therefore more detailed and thorough instruction and supervision must be applied. In some areas of the University children are not permitted unless taking part in a planned work experience programme or a
“bring your child to work day” due to the significant risks that cannot be controlled to a level that is adequate to ensure their safety.

Detailed arrangements for children on site at the University can be found in Safety Policy Arrangement 31-2006 Children.