

Are Visitors Insured?

This question was raised when a former member of staff, who is now self employed, came back to do some work in a CLS lab. The response from the University's Insurance Expert, summarised below, raises some important points. It should also be noted that this applies to *all* visitors.

If the University's legal, security and safety requirements are met in full, the insurance attitude is this:

Public liability insurance will cover the University under certain conditions if **legitimate visitors** to the university have cause to claim against the University. Such cover is designed to protect visiting members of the public, students, delivery people etc. who are passing through and to whom the University has "a duty of care". The degree to which this policy will apply depends on the sort of activity it is envisaged the visitors will be undertaking. For instance, using the library to consult written works is low risk, communal and in a controlled environment but how does **laboratory**/studio activity compare?

The member of staff who has offered them access must clearly have authority to do so on behalf of the University, the College and School. This must be clear and auditable. Where is the evidence?

The group or individual should be supervised by an appropriate member of College staff at all times. They should be familiar with safe working practices; no lone working; access must be controlled, i.e. signing in/out and no keys/swipe cards to be issued (CLS might vary this just to restrictions on access to the building from outside and certain defined areas); they must observe the normal closing times of the college and co-operate with safety/security/janitorial staff.

Perhaps visitors should individually sign up to some sort of agreed "standard of good practice" including adherence to Health & Safety Regulations, Security, non-disclosure requirements etc.

In light of the above, the H&SWG would like to propose a review of our current Procedures to Ensure the Safety of Visitors (<https://secure.dundee.ac.uk/lifesciences/intranet/slsonly/safety/visitors/visitors.htm>) with the focus on maintaining building security and the safety of visitors outwith normal working hours.