

GENERAL INFORMATION

All visitors to the School of Life Sciences are required to follow the guidelines shown below.

- Visitors must make prior arrangements with the person they wish to meet (i.e. your Host).
- Upon arrival, visitors must report to Reception. The Receptionist will telephone your Host and arrange for you to be escorted to your destination.
- If you have failed to make prior arrangements, inform the Receptionist and they will attempt to set up an appointment. Understand, at such short notice, the person concerned may be unavailable.
- Please sign the Visitors Book, wear the ID badge issued by the Receptionist and read the Health & Safety information contained within this brochure.
- Should you wish to meet with more than one person (or group) during your visit, each Host will hand you over to the next Host until the visit terminates and you are escorted back to Reception.
- Before departing, please remember to return your ID badge to the Receptionist and sign out in the Visitors Book.

For H&S advice/assistance:

Tracey Norris
SLS H&S Advisor
01382 3 81359
07963526712

sls-safety@dundee.ac.uk

Lisa Grayson
SLS H&S Advisor
01382 3 84244
07715556671

Make a note of any additional
key contact numbers here:



School of Life Sciences
Dow Street
Dundee, DD1 5EH

SCHOOL OF LIFE SCIENCES
INFORMATION FOR VISITORS

Welcome



HEALTH & SAFETY INFORMATION

- All visiting parties must be accompanied by at least one SLS staff member (i.e. your Host).
- Please remain with your Host and do only as they permit.
- Be aware of the hazards that exist in the areas you visit.
- You must wear the lab coat and eye protection provided when visiting laboratory areas.
- Please refrain from touching work surfaces or equipment unless authorised to do so.
- If engaging in any practical work or demonstration you must read and sign the risk assessment(s) presented to you.
- Eating and drinking is prohibited within laboratory areas.
- Smoking is prohibited inside University buildings and within 6 meters of building perimeters.



FIRST AID

Any member of SLS staff can summon assistance from a qualified First Aider.



EMERGENCY SERVICES

University Emergency Line:
4141 on an internal phone
01328 384141 on a mobile

National Emergency Services:
9999 on an internal phone
999 on a mobile



FIRE

If you hear a very loud, continuous siren, please leave the building immediately by the nearest fire exit. Fire exit routes bear the green & white exit, or 'running man', signs. Do not use the lifts. Go to the Fire Assembly Point indicated by your Host at the start of your visit. If separated from your Host, remake contact outside. Fire Wardens are there to assist you, if necessary. Do not re-enter the building unless authorised to do so by your Host or a Fire Warden. If you hear repeated short bursts of a very loud siren, this indicates that a fire evacuation is in progress in an adjacent building. You are not required to evacuate until the siren begins to sound continuously, but be prepared to evacuate. If you discover a fire, please activate the nearest break-glass point immediately and exit the building as above.



DIGITAL MESSAGING SERVICE

You can register to receive fire alarm alerts by text message, email, WhatsApp and/or phone call by texting UODSLS to 07860017165.

COMMON HAZARD WARNING SIGNS



General Hazard Warning



Radioactive Hazard



Biological Hazard



Corrosive



Flammable/Self-heating substance/Pyrophoric/May ignite when heated



Oxidising



Explosive/Self reactive/May explode when heated



Acutely toxic (harmful) /Irritant/Skin sensitiser/Narcotic/Hazardous to ozone layer



Acutely toxic (exposure may be fatal)



Carcinogen/Mutagen/Reproductive Toxin/Respiratory sensitiser/ Specific organ toxicity/Fatal or harmful if ingested or inhaled



Toxic to aquatic life/Hazardous to the environment