

## **Arrangements for people visiting the School of Engineering to perform experimental work**

Visitors may be either short term (hrs to a week) or medium term (one week to one month) longer term (>one month) and they may be performing experiments themselves (after instruction or under guidance), observing other people carry out experiments, or jointly working with a student or member of staff, with both people carrying out practical activities.

In all cases approval for the visit should be obtained from the School and (preferably by e-mail exchange) from the person in charge of the experimental area in which the work is to be carried out, and in the case of people visiting to work with students, the student's supervisor i.e. students should not invite other persons to visit without the approval of their supervisor.

For medium and long term visitors, the HoS office and Technical Resource Manager (Douglas Irons) should be contacted to advise them of the visitor's presence in the School (preferably in advance of them arriving). In some instances additional information about the work they will be doing and how it is being resourced will be required.

Note. Visitors should be made aware that the University's insurance is not akin to a person's personal accident insurance in that it only covers the University's liability in the case of an accident, if it can be shown that the University, or a person employed by the University, acted negligently and their actions (or inactions) led to an accident occurring.

Therefore it is important that all visitors are given adequate briefing on the safety aspects associated with the work that they are going to do, and commonplace things such as the location of fire exits, first aid boxes, person's to contact in the case of emergency (if the work being undertaken is particularly hazardous).

For persons who will be working by themselves, or jointly with a GU PhD student or member or staff, this is most easily documented by the host or laboratory guardian sending the visitor an e-mail asking them to read the code(s) of practice and risk assessments associated with the laboratories concerned. It is important that an acknowledgment is received. Any new schemes of work developed during the visit should be covered by a risk assessment as usual.

In summary:

- All visitors should be invited by a member of staff and not by PhD students
- The School Office and Technical Resource Manager should be notified of all medium and long term visitors
- All visitors should be briefed on the codes of practice, emergency safety procedures and risk assessments associated with the work they are going to undertake. This should be documented in a simple e-mail exchange.
- All work should be covered by an appropriate risk assessment, as would be expected for work performed outside of the context of the visit in question.